

Ministère

1970-71

de

Éducation

Memoranda

Notes de service

AUG 16 1971

DEPARTMENT OF EDUCATION MEMORANDATHE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION1970-71No.

Achievement Tests in Mathematics and Physics	8
Admission in September, 1972, to Programs Leading to Elementary School Teacher Certification (see also 47).	45
Admission in September, 1972, to Programs Leading to Elementary School Teacher Certification (Teacher Colleges - French-Speaking) (see also 45).	47
Admission to Colleges of Applied Arts and Technology, General Application Form for	8
Admission to Department of Education Music Summer Courses for Secondary School Teachers, Changes in Requirements for.	24
Adult Leadership Certificate Program	4 missing
Archaeology and Archaeological Sites	46
Athletic Leadership Camp - 1971, Ontario	13
Attendance, Recording of	15
Australia, International Teaching Fellowships Offered by the Government of Victoria.	1
Board-Sponsored Winter Courses for Teachers, For Departmental Credit 1971-72.	26
Camping and Outdoor Education Program for Secondary School Students: August 14th to 25th, 1971	40
Camping and Outdoor Education Skills, Course for Teachers, August 26 - September 3, 1971.	42
Canada's 27th National Health Week - March 14-20, 1971	24
Caribbean Schools, Twinning Ontario Intermediate Division Classes (Grades 7, 8, 9, and 10) with Commonwealth.	15
Carter Scholarship, 1971, The.	35
Certificates and Diplomas, Procedures for Issuing.	41
Certification, Admission in September, 1972, to Programs Leading to Elementary School Teacher.	45, 47
Certification as Principal, Requirements for	9, 15
Change of Address of the Main Office of the Ontario Department of Education in Toronto	50
Changes in Requirements for Admission to Department of Education Music Summer Courses for Secondary School Teachers.	24
Chest X-ray Examinations, Periodic Tuberculin Tests and/or	12
Circular 14, Textbooks	21
Circular H.S.1 - Diplomas for Schools Organized on Part A and Part B	41
Circular H.S.1, 1971-72, Distribution of	46
Circular H.S.1: 1971-72, Recommendations for Grade 13.	14
Colleges of Applied Arts and Technology, General Application Form for Admission to.	8
Commonwealth Caribbean Schools, Twinning Ontario Intermediate Division Classes (Grades 7, 8, 9, and 10)	15

9713
9 M

Communications Authority, The Ontario Educational.	11
Contracts, Teachers'	3
Copyrighted Materials, Reproduction of	19
Course for Teachers: Skills in Camping and Outdoor Education - August 26 - September 3, 1971.	42
Departmental Film Loan Service to Schools.	2 <i>MISSING</i>
Departmental Summer Courses, 1971.	31
Diplomas and Certificates, Procedures for Issuing.	41
Diplomas for Schools Organized on Part A and Part B of Circular H.S.1.	41
Distribution of Circular H.S.1, 1971-72.	46
Educational Communications Authority, the Ontario.	11
Elementary School Principal's Certificate and Permanent Secondary School Principal's Certificates, Principals' Course: Subsequent Qualifications for a Permanent.	33
Elementary School Teacher Certification, Admission in September, 1972, to Programs Leading to.	45, 47
Elliot Lake Centre for Continuing Education, August 1 to 13, 1971, Seminar on Program Development.	48
Employment for Students in Secondary Schools-Summer.	38
Examinations, Supervisory Officers	8
Exchange for 1971-72, Teacher.	6
Fellowships Offered by the Government of Victoria, Australia, International Teaching.	1 <i>MISSING</i>
Film Loan Service to Schools, Departmental	2 <i>MISSING</i>
France, Through the Federal Department of External Affairs, Ottawa, Professional Development Program for Canadian Teachers, announced by the Embassy of.	37
French (Elementary and Secondary), Intensive Course for Developing the Fluency of Teachers, to be offered during the Summer of 1971.	22
French-Speaking Mature Students, Summer Program for Secondary School Teacher Training for.	34, 39
French-Speaking Teachers' Colleges, Admission in September, 1972, to Programs Leading to Elementary School Teacher Certification.	47
General Application Form for Admission to Colleges of Applied Arts and Technology	8
Germany, 1971, Summer Course in.	32
Grade 13 - Circular H.S.1: 1971-72, Recommendations for.	14
Grade 13 Credits Required in 1971 for the Secondary School Honour Graduation Diploma	41
Grade 13, Student Registration, Ontario - 1971-72.	43
Graduation Diploma, Grade 13 Credits Required in 1971 for the Secondary School Honour	41

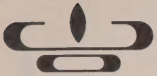
Digitized by the Internet Archive
in 2025 with funding from
University of Toronto

Guidance, Summer Courses in.	29
Heads of Departments, Leadership Seminar for	23
Health Education Courses, Resource Material for Sex Information in	36
Health and Physical Education - Elementary School Summer Courses	30
Health Week - March 14-20, 1971, Canada's 27th National	24
Honour Graduation Diploma, Grade 13 Credits Required in 1971 for the Secondary School	41
Information for School Projects, Requests for.	8
Intensive Course for Developing Fluency of Teachers of French (Elementary and Secondary), to be offered during the summer of 1971	22
International Teaching Fellowships Offered by the Government of Victoria, Australia.	1 <i>MISSING</i>
Leadership Camp - 1971, Ontario Athletic	13
Leadership Certificate Program, Adult.	4 <i>MISSING</i>
Leadership Seminar for Heads of Departments.	23
Letters of Approval for Teachers Who Hold Basic Elementary School Certification and Who Are Teaching General Subjects in an Occupational Program in a Secondary School on a Letter of Permission, Temporary	18
Letters of Permission - Elementary and Secondary	25
Loan, Departmental Film, Service to Schools.	2 <i>MISSING</i>
Materials for School Resource Centres, Purchase of	20
Mathematics and Physics, Achievement Tests in.	8
Mature Students, French-Speaking, Summer Program for Secondary School Teacher Training for.	34, 39
Mature Students, Summer Program for Secondary School Teacher Training for	28, 39
Medication and Treatment, Records in Schools of Student Requirements for Special	36
Music Summer Courses for Secondary School Teachers, Department of Education, Changes in Requirements for Admission to.	24
National Health Week, Canada's 27th - March 14-20, 1971.	24
Occupational Class Pupils.	25
Ontario Athletic Leadership Camp - 1971.	13
Ontario Department of Education in Toronto, Change of Address of the Main Offices of the.	50
Ontario Educational Communications Authority	11
Ontario Grade 13 Student Registration, 1971-72	43

Ontario Red Cross Youth.	16
Ontario Senior Citizens' Week, June 20-26, 1971, "Lot to Live; Lot to Give"	47
Outdoor Education and Camping Skills, Course for Teachers - August 26 - September 3, 1971 . . .	42
Outdoor Education Program for Secondary School Students: August 14th to 25th, 1971, Camping and	40
Periodic Tuberculin Tests and/or Chest X-ray Examinations	12
Physical and Health Education - Elementary School Courses, Summer Courses in	30
Physics and Mathematics, Achievement Tests in.	8
Principal, Requirements for Certification as	9, 15
Principals' Course	7
Principals' Course: Subsequent Qualifications for a Permanent Elementary School Principal's Certificate and Permanent Secondary School Principal's Certificate.	33
Procedures for Issuing Diplomas and Certificates	41
Professional Development Program for Canadian Teachers, Announced by the Embassy of France through the Federal Department of External Affairs, Ottawa	37
Program Development, Seminar, Elliot Lake Centre for Continuing Education August 1 to 13, 1971.	48
Pupil Retirements from Publicly-supported Secondary Schools, School and Board and Regional Tabulations - October 1, 1968 to September 30, 1969.	17 MISSING
Pupil Safety	2 MISSING
Purchase of Materials for School Resource Centres. . . .	20
Qualifications, Subsequent, For a Permanent Elementary School Principal's Certificate and Permanent Secondary School Principal's Certificates, Principals' Course	33
Recommendations for Grade 13 - Circular H.S.1: 1971-72 .	14
Recording of Attendance.	15
Records in Schools of Student Requirements for Special Medication and Treatment	36
Red Cross Youth, Ontario	16
Registration, 1971-72, Ontario Grade 13 Student.	43
Release of Final Standing to Students.	25
Reproduction of Copyrighted Materials.	19
Requests for Information for School Projects	8
Requirements for Admission to Department of Education Music Summer Courses for Secondary School Teachers, Changes in.	24
Requirements for Certification as Principal.	9, 15
Resource Centres, School, Purchase of Materials for. . .	20
Resource Material for Sex Information in Health Education Courses.	36

	<u>No.</u>
Retarded Children, Teachers of Trainable	44
Retirements from Publicly-supported Secondary Schools, School and Board and Regional Tabulations - October 1, 1968 to September 30, 1969, Pupil	17 missing
Safety, Pupil.	2 missing
Scholarship, Carter, 1971.	35
School Projects, Requests for Information for.	8
School Resource Centres, Purchase of Materials for	20
Secondary School Honour Graduation Diploma, Grade 13 Credits Required in 1971 for the.	41
Secondary School Principal's Certificate and Elementary School Principal's Certificate, Permanent, Principals' Courses - Subsequent Qualifications for a.	33
Secondary School Students: August 14th to 25th, 1971, Camping and Outdoor Education Program for.	40
Secondary School Teacher Training for Mature Students, Summer Program for	28, 39
Secondary School Teacher Training for French-Speaking Mature Students, Summer Program for.	34, 39
Secondary School Teachers, Changes in Requirements for Admission to Department of Education Music Summer Courses for	24
Secondary School Teachers for the Territorial Districts of Ontario, Summer Program for the Training of.	27, 39
Secondary Schools, Summer Employment for Students in	38
Seminar on Program Development, Elliot Lake Centre for Continuing Education, August 1 to 13, 1971	48
Senior Citizens' Week, Ontario, June 20 - 26, 1971, "Lot to Live; Lot to Give"	47
Sex Information in Health Education Courses, Resource Material for.	36
Skills in Camping and Outdoor Education - August 26 - September 3, 1971, Course for Teachers	42
Standing, Final, Release to Students of.	25
Statements of Standing and Transcripts of Achievement.	41
Student Registration, 1971-72, Ontario Grade 13.	43
Student Requirements for Special Medication and Treatment, Records in Schools of	36
Students, 1971, Summer Schools for	10
Summer Courses for Teachers - 22, 24, 27, 28, 29, 30, 31, 32, 34, 39, and	42
Summer Course in Germany, 1971	32
Summer Courses for Secondary School Teachers, Department of Education Music, Changes in Requirements for Admission to	24
Summer Courses, 1971, Departmental	31
Summer Courses in Guidance	29
Summer Courses in Physical and Health Education - Elementary School Courses.	30
Summer Employment for Students in Secondary School	38
Summer Program for Secondary School Teacher Training for Mature Students	28, 39

Summer Program for Secondary School Teacher	
Training for French-Speaking Mature Students .	34, 39
Summer Program for the Training of Secondary School	
Teachers for the Territorial Districts of	
Ontario.	27, 39
Summer Schools for Students, 1971.	10
Supervisory Officers, Examinations	8
Tabulations, School and Board and Regional, Pupil	
Retirements From Publicly-supported	
Secondary Schools, October 1, 1968 to	
September 30, 1969	17
Teacher Exchange for 1971-72	6
Teachers of Trainable Retarded Children.	44
Teachers' Contracts.	3
Teaching Fellowships Offered by the Government	
of Victoria, Australia, International.	1 MISSING
Temporary Letters of Approval for Teachers Who Hold	
Basic Elementary School Certification and	
Who Are Teaching General Subjects in an	
Occupational Program in a Secondary School	
on a Letter of Permission.	18
Territorial Districts of Ontario, Summer Program	
for the Training of Secondary School	
Teachers for the	27, 39
Tests, Achievement, in Mathematics and Physics.	8
Textbooks, Circular 14	21
Theatre Hour Company, The.	49
Trainable Retarded Children, Teachers of	44
Transcripts of Achievement and Statements of Standing. .	41
Treatment and Special Medication, Records in	
Schools of Student Requirements for.	36
Trees for Educational Purposes	15
Tuberculin Tests and/or Chest X-ray Examinations,	
Periodic	12
Twinning Ontario Intermediate Division Classes	
(Grades 7, 8, 9, and 10) with	
Commonwealth Caribbean Schools	15
United Nations Day, October 24, 1970	5
Winter Courses for Teachers, Board-Sponsored, For	
Departmental Credit, 1971-72	26
X-ray, Chest Examinations and/or Periodic Tuberculin	
Tests.	12

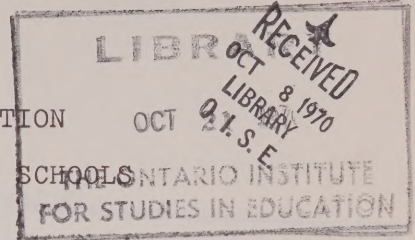


LIBRARY

1970-71:5
15,000

ONTARIO DEPARTMENT OF EDUCATION

THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: UNITED NATIONS DAY, OCTOBER 24, 1970.

The twenty-fifth anniversary of the founding of the United Nations falls on October 24, 1970. It would seem appropriate for schools to take note of the occasion in a suitable manner.

Conferences are being held in several cities by the United Nations Association in Canada on October 22-24. For your information the Association suggests that school systems from North Bay south might send delegates to Toronto, and that school systems further north and west might send representatives to Winnipeg. French-speaking delegates might wish to attend the French language conference in Sherbrooke, Quebec.

Full information is available from Mr. David F. Conrad, 4 St. Thomas Street, Toronto, Telephone (416) 922-9994; Mr. John R. Troniak, 620 South Drive, Winnipeg 9, Manitoba; and Mr. H. Lafortune, c/o C.U.S.O., 4824, Côte des Neiges, Montréal, Québec.

J. F. Kinlin,
Assistant Deputy Minister.

September 30, 1970.

713
u

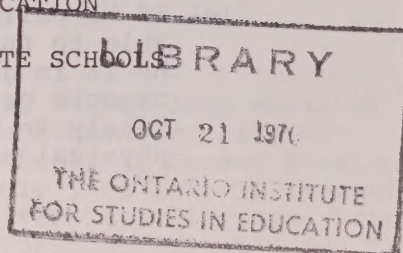
RECEIVED
OCT 19 1970
LIBRARY
O.I.S.E.

1970-71:6

14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS



Re: Teacher Exchange for 1971-72

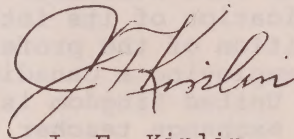
1. Through the co-operation of the Canadian Education Association, exchanges may be arranged for Ontario teachers with teachers in the United Kingdom.
2. Exchanges are arranged for the school year, September to June. While on exchange the Ontario teacher is paid by his own school board and his salary is subject to the usual deductions for superannuation contributions and for income tax. Because of lower salary scales in the United Kingdom, where a lower cost of living prevails, and because of the loss on exchange when the salary of the teacher from the United Kingdom is converted into Canadian dollars, it is believed that United Kingdom exchanges should be assisted financially while in Canada. A Canadian teacher going on exchange to the United Kingdom is asked to make available the sum of \$500 to the exchangee. As an indication of its interest in the exchange scheme and in recognition of the professional value of exchange, the school board employing a Canadian teacher who applies to go on exchange to the United Kingdom is also expected to make available \$500 to the exchange teacher coming to Canada.
3. A teacher should seek permission from his school board to apply for exchange, only
 - (a) if by September, 1971, he will be between 25 and 50 years of age and will have had at least 5 years of teaching experience (or at least 3 years if he holds a university degree);
 - (b) if he is genuinely interested and fully intends to accept an exchange if a suitable one is offered and if he will be able to adapt himself to conditions as he finds them in his new environment;

(Over)

- (c) if he has not made application for any other type of appointment which would interfere with his acceptance of an exchange;
- (d) if he believes that his Director of Education or Superintendent of Separate Schools will recommend him as a suitable applicant;
- (e) if he believes that, when required to do so, he will be able to furnish a medical certificate to the effect that he is in good health and free from any physical defect, organic or nervous ailment, or after-effects thereof, likely in his doctor's opinion to impair his mental or physical activity as an exchange teacher.

4. A teacher who is interested in exchange should,

- (a) write to the Teacher Exchange Officer, Department of Education, 1 St. Clair Avenue West, Toronto 195, Ontario, for more detailed information and for copies of the application form,
- (b) apply to his board for permission, and
- (c) if approval by the board is received, complete the application forms and send them to the Teacher Exchange Officer not later than November 30, 1970.



J. F. Kinlin,
Assistant Deputy Minister.

October 14, 1970.

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

The Principal is asked to bring this memorandum to the attention of members of his staff as soon as possible.

RE: PRINCIPALS' COURSE

Plans are being made to offer, during four weeks of the summer of 1971, the Principals' Course - Elementary Section; Secondary Section, First Session; Secondary Section, Second Session - in six centres. The course will run from July 5 to July 30 inclusive at three of the centres, namely, Queen's University, Kingston; Trent University, Peterborough; York University, Toronto. It will run from July 12 to August 6 inclusive at the other three centres, namely: University of Western Ontario, London; University of Waterloo; Laurentian University, Sudbury. It is expected that the elementary section will be provided at all six centres, that the secondary first session will be provided at Kingston, Peterborough, and Toronto, and that the secondary second session will be provided at London, Waterloo, and Sudbury. The sections will have joint lectures and sessions in some topics and separate groups or electives according to the needs and interests of candidates. It should be noted that informal discussion in a residence environment is considered to be an essential part of the course and that, therefore, each successful applicant will be required to live in the residence of the university to which he is assigned for the course.

GENERAL INFORMATION

A candidate wishing to be admitted to the course in 1971 should obtain from the principal the appropriate application form: Elementary-35PC(E); Secondary-35PC(S1) or (S2).

Each applicant should send his application to the local chief supervisory officer who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 310, by December 18, 1970. Each successful applicant will receive a letter of acceptance from the Department of Education which must be presented along with a small (passport size) recent photograph at the time of registration at the assigned centre.

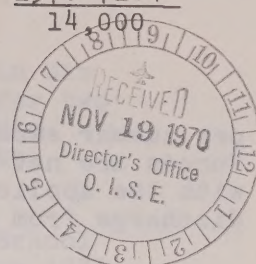
Each accepted candidate should obtain from his school principal an official Department Summer Course application form (Application for Summer Courses, 1971), copies of which are sent to each school in April. The Application for Summer Courses, 1971, is to be completed and forwarded with the required fee, to the Department of Education, 44 Eglinton Avenue West, Toronto 310. Failure to submit the Application for Summer Courses before the deadline stated on the application form will require the payment of a late filing fee of \$15.00.

(over)

RECEIVED
NOV 9 1970
LIBRARY
O.I.S.E.

1970-71:7

14,000



The fee for the Principals' Course will be \$70.00 per summer session. Ex-service men and women of Her Majesty's Forces are not required to pay registration fees, but must submit, with the application form, documentary evidence of honourable discharge from active service.

A successful candidate should note that an Interim Certificate is valid for five years from the date of issue and that it is issued in recognition of completion of the section of the Principals' Course for which the candidate made application.

ADMISSION REQUIREMENTS

- (1) An applicant for admission to the Elementary Section or to the Secondary Section, First Session, in 1971 shall
 - (i) hold a basic permanent Ontario teacher's certificate valid in the type of school for which the applicant desires a principal's certificate;
 - (ii) have the degree of Bachelor of Arts or Bachelor of Science from an Ontario University or a degree deemed equivalent thereto;
 - (iii) be given preference if he holds, or will be appointed to, the position of principal or vice-principal of an Ontario school, effective September 1971;
 - (iv) have five years of teaching experience prior to June 30, 1971; and
 - (v) have been considered as above average in competence for at least the last two years of his experience.

If it is not possible to provide places for all applicants, quotas for school boards, based upon the number of teachers per board, will be established, and the recommendations of local chief supervisory officers will be considered.

NOTE RE (ii): Candidates for the Interim High School Assistant's Certificate, Type B, or for an Elementary School Teacher's Certificate, Standard 4, shall have an approved university degree, with at least 45 academic credits subsequent to Grade 13 (or equivalent).

- (2) An applicant for admission to the Secondary Section, Second Session, in 1971 shall
 - (i) have taught one or more subjects of grades 11, 12 or 13 for at least three years as a full-time staff member in a secondary school where such grades are taught;

- (ii) have been considered as above average in his work as a principal or vice-principal for two years subsequent to receiving his Interim Secondary School Principal's Certificate, Type B;
- (iii) be eligible for a permanent Secondary School Principal's Certificate, Type B, by June 1971.

CERTIFICATION

(1) On successful completion of the Elementary Section in 1971, the candidate will be granted an Interim Elementary School Principal's Certificate valid in any Ontario elementary school for a period of five years from date of issue.

NOTE: Commencing September 1, 1972, the Elementary School Principal's Certificate will be required for appointment as principal of an elementary school having an enrolment of 300 or more pupils.

The holder of an Interim Elementary School Principal's Certificate may qualify for a permanent Elementary School Principal's Certificate by submitting the following:

(a) evidence of the successful completion of one of

- (i) a Department of Education Summer Course of five week's duration taken before August 31, 1968, or an equivalent winter course taken before June 30, 1969, for which a Department of Education certificate has been granted, for example, Art, Guidance, Music, Special Education, but not a course required for a basic teaching certificate;
- (ii) two units of post-graduate study in education at the master's level subsequent to the completion of teacher training;

and

(b) evidence of two years' successful experience as a principal subsequent to the date of issue of his Interim Elementary School Principal's Certificate.

(2) On successful completion of the Secondary Section, First Session, in 1971, the candidate will be granted an Interim Secondary School Principal's Certificate, Type B, which will qualify the holder to be vice-principal in any secondary school, a principal in a secondary school that does not have classes above grade 10, a principal in a secondary school having an enrolment of fewer than 500 pupils, or a principal in a special vocational school of any size.

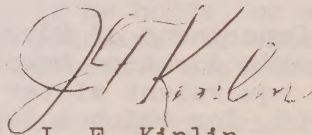
(over)

After two years in one or more of these positions, the holder of an Interim Secondary School Principal's Certificate, Type B, may apply for a permanent Secondary School Principal's Certificate, Type B, if he is recommended by the local supervisory officer and has completed two units of post-graduate study in education at the master's level subsequent to the completion of teacher training.

(3) On successful completion of the Secondary Section, Second Session, in 1971, the candidate will be granted an Interim Secondary School Principal's Certificate, Type A, which will qualify the holder to be principal in any secondary school.

After two years in a position as principal of a secondary school, the holder of an Interim Secondary School Principal's Certificate, Type A, may apply for a permanent Secondary School Principal's Certificate, Type A, if he is recommended by the local supervisory officer and has completed two units of post-graduate study in education at the master's level additional to those required for the Type B certificate.

It should be noted that, in accordance with Memorandum 1968-69:41, a candidate who started a program in 1966, 1967, or 1968 will complete the requirements under the provisions of the memorandum in effect at the time he started the program.



J. F. Kinlin,
Assistant Deputy Minister.

November 5, 1970.

APPLICATION FOR THE PRINCIPALS' COURSE-SECONDARY SECTION

FIRST SESSION 1971

Print	
.....	
Surname	First Names
.....	
Address	
.....	
Name and Address of next of kin	
Degree(s)	University(ies)
.....	
.....	
Identification No.	

Print
<u>For the School</u>
<u>Where You Are Now Teaching</u>
Provide the following information
Name of School
Address of School
Telephone Number
School Board
Municipality

TEACHING CERTIFICATES (PERMANENT ONLY)

Certificate	Specialist Subject	Date of Issue	Number
High School Specialist's Certificate			
High School Assistant's Certificate			
Vocational Specialist's Certificate			
Occupational Specialist's Certificate			

NO. OF YEARS OF TEACHING EXPERIENCE (as of June 30, 1971)

(a) Secondary Schools (c) Elementary Schools.....
(b) Inspected Private Schools..... (d) Total

RECORD OF TEACHING EXPERIENCE
(State number of years in each grade)

School (Present School First)	Date	Grades					Occupational		Date	No. of Years in each School
		9	10	11	12	13	1st Yr.	2nd Yr.		

I agree to live in the residence of the university to which I am assigned for the course.
I prefer, in order, the following centres, although I realize that I may not be granted
my first or second choice (candidates are urged to select a centre other than one in
which they normally reside):

1 2 3

Date of Application Signature of Applicant

(over)

CONFIDENTIAL REPORT OF THE CHIEF SUPERVISORY OFFICER

It is requested that this form be completed and returned to:

Mr. G. H. Waldrum,
Superintendent of Supervision,
Department of Education,
44 Eglinton Avenue West,
Toronto 310, Ontario.

SECTION A

This is to certify that to the best of my knowledge the information contained in the application form is correct.

Dated at _____
_____ 19__

Director of Education or
Superintendent of Separate Schools
(Area Superintendent - in the case of
private schools)

SECTION B

This is to certify that the above-named teacher has taught successfully under my supervision from:

(Day, Month and Year)

to:

(Day, Month and Year)

I consider the above-named teacher to be above average in competence as a teacher or principal for at least the last two years of his teaching or principalship experience.

Dated at _____
_____ 19__

Director of Education or
Superintendent of Separate Schools
(Area Superintendent - in the case of
private schools)

In cases where the chief supervisory officer is unable to recommend a candidate for the course by certifying to the aforementioned, he should return this form to the applicant with an appropriate explanation.

APPLICATION FOR THE PRINCIPALS' COURSE-SECONDARY SECTION

SECOND SESSION 1971

Print

.....

Surname First Names

.....

Address

.....

Name and Address of next of kin

Degree(s) University(ies)

.....

.....

Identification No.

Print

For the School

Where You Are Now Teaching

Provide the following information

Name of School

Address of School

Telephone Number

School Board

Municipality

Interim Secondary School Principal's Certificate, Type B - Date of Issue

Experience (as Principal or Vice-Principal in an Ontario Secondary or Private School)

Year School Position Date of Appointment Supervisory Officer

1967-68

1968-69

1969-70

1970-71

TEACHING EXPERIENCE (minimum of three years in Grades 11, 12 or 13)

School	Subjects Taught in Grades 11-13	Date	No. of Years in each school

I agree to live in the residence of the university to which I am assigned for the course.
I prefer, in order, the following centres, although I realize that I may not be granted
my first or second choice (candidates are urged to select a centre other than one in
which they normally reside):

1 2 3

Date of Application Signature of Applicant

(over)

CONFIDENTIAL REPORT OF THE CHIEF SUPERVISORY OFFICER

It is requested that this form be completed and returned to:

Mr. G. H. Waldrum,
Superintendent of Supervision,
Department of Education,
44 Eglinton Avenue West,
Toronto 310, Ontario.

SECTION A

This is to certify that to the best of my knowledge the information
contained in the application form is correct.

Director of Education
(Area Superintendent - in the case of
private schools)

Dated at _____
_____ 19 _____

SECTION B

This is to certify that the above-named teacher has taught successfully
under my supervision from:

(Day, Month and Year)

to:

(Day, Month and Year)

I consider the above-named teacher to be above average in competence
as a vice-principal or principal during the last two years of his vice-principal-
ship or principalship experience.

Director of Education
(Area Superintendent - in the case of
private schools)

Dated at _____
_____ 19 _____

In cases where the chief supervisory officer is unable to recommend a
candidate for the course by certifying to the aforementioned, he should return
this form to the applicant with an appropriate explanation.

APPLICATION FOR THE PRINCIPALS' COURSE-ELEMENTARY SECTION

NAME
Surname First Names Maiden or Religious

(If a married woman, given maiden name also. If a member of a religious order, give lay name)

Address

Name and address of next of kin

Date of Birth
Year Month Day Ident. Number

ONTARIO TEACHING CERTIFICATES

DEGREES

Certificate	Date of Issue	No.

Degree	University	Year

PROFESSIONAL EXPERIENCE TO JUNE 30, 1971

(1) School	(2) Location	(3) No. of Class- rooms	(4) Grades Taught	(5) Pos.	(6) Date	(7) Super- visory Official

(8) Present (i) Separate.... Public.... (9) Total to June '71: P... T...
School: (ii) Bilingual Inst..... English Inst.....

Re: items above:

- (2) City, Town, Village, Township, etc. (9) Complete with total years as a
(5) Indicate "P" if principal, "T" if teacher teacher and as a principal to
(8) Check one of (i) and one of (ii) June, 1971

I agree to live in the residence of the university to which I am assigned for the course.
I prefer, in order, the following centres, although I realize that I may not be granted
my first or second choice (candidates are urged to select a centre other than one in
which they normally reside):

1 2 3

Date of Application Signature of Applicant

CONFIDENTIAL REPORT OF THE CHIEF SUPERVISORY OFFICER

It is requested that this form be completed and returned to:

Mr. G. H. Waldrum,
Superintendent of Supervision,
Department of Education,
44 Eglinton Avenue West,
Toronto 310, Ontario.

SECTION A

This is to certify that to the best of my knowledge the information contained in the application form is correct.

Director of Education or
Superintendent of Separate Schools

Dated at _____
_____ 19__

SECTION B

This is to certify that the above-named teacher has taught successfully under my supervision from:

to:

(Day, Month and Year)

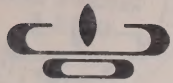
(Day, Month and Year)

I consider the above-named teacher to be above average in competence as a teacher or principal for at least the last two years of his teaching or principalship experience.

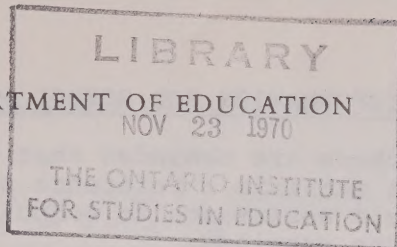
Director of Education or
Superintendent of Separate Schools

Dated at _____
_____ 19__

In cases where the chief supervisory officer is unable to recommend a candidate for the course by certifying to the aforementioned, he should return this form to the applicant with an appropriate explanation.



ONTARIO DEPARTMENT OF EDUCATION



1970-71:8

14,000

RECEIVED
NOV 9 1970
LIBRARY
O. I. S. E.

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

- RE: 1. EXAMINATIONS, SUPERVISORY OFFICERS
2. GENERAL APPLICATION FORM FOR ADMISSION TO COLLEGES OF APPLIED ARTS AND TECHNOLOGY
3. REQUESTS FOR INFORMATION FOR SCHOOL PROJECTS
4. ACHIEVEMENT TESTS IN MATHEMATICS AND PHYSICS

1. EXAMINATIONS, SUPERVISORY OFFICERS

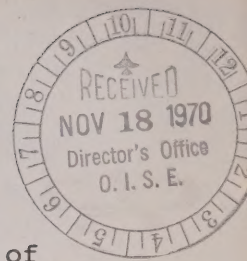
Candidates interested in the examinations for the Elementary School Inspector's Certificate should apply to The Registrar, Department of Education, at as early a date as possible, and not later than February 1, 1971.

The dates and location for the 1971 examinations will be announced in the near future.

2. GENERAL APPLICATION FORM FOR ADMISSION TO COLLEGES OF APPLIED ARTS AND TECHNOLOGY

- (a) A revised Application Form is now in preparation, and will be distributed to secondary schools by early December. It is intended for use in the 1971 summer and fall intakes, but either the application form presently in use or the revised form is acceptable for January admissions.
- (b) When the requirements for January admission to the Colleges have been met, any remaining copies of the old form should be destroyed.
- (c) Some of the Colleges will continue to use their own forms in preference to the General Application Form. Detailed information in this connection will be distributed with the forms, and will also be included in the instructions for completion.

(over)



3. REQUESTS FOR INFORMATION FOR SCHOOL PROJECTS

Teachers are reminded that the Department of Education does not maintain a reference service for students but instead channels assistance to school libraries and public libraries across the province.

It is requested, therefore, that teachers should not suggest to their classes that they write to the various government departments to obtain material for their projects.

The assistance of principals in making this request known to teachers will be appreciated.

4. ACHIEVEMENT TESTS IN MATHEMATICS AND PHYSICS

No provision is being made by the Department of Education, with respect to the school year 1970-71, for a province-wide administration of either the Ontario Mathematics Achievement Test (OMAT) or the Ontario Physics Achievement Test (OPAT). Teachers and students of Grade 13 mathematics and physics should be so notified.

There will, of course, be provision for administration of the tests in aptitude and first language provided by the Service for Admission to Colleges and Universities for all students completing standing to such institutions. All arrangements for these tests are being made with schools by the SACU office in Ottawa.

J. F. Kinlin,
Assistant Deputy Minister.

November 12, 1970.



ONTARIO DEPARTMENT OF EDUCATION

LIBRARY

NOV 27 1970

THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

1970-71:9
14,000

RECEIVED
NOV 24 1970
LIBRARY
O.I.S.E.

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: REQUIREMENTS FOR CERTIFICATION AS PRINCIPAL

Regulation Elementary and Secondary Schools - General,
O. Reg. 446/70, has been amended. The amendment is published in
The Ontario Gazette dated 7th November, 1970.

Section 14, Qualifications For Principals Of Elementary
Schools, is as follows:

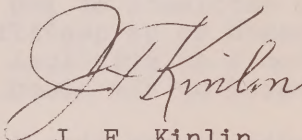
- "(1) The principal of an elementary school having an enrolment of 300 or more pupils shall hold,
- (a) a Permanent Elementary School Teacher's Certificate;
 - (b) the degree of Bachelor of Arts or Bachelor of Science from an Ontario university or a degree the Minister considers equivalent thereto; and
 - (c) an Interim Elementary School Principal's Certificate or an Elementary School Principal's Certificate.
- (2) Notwithstanding subsection 1, where a teacher who is otherwise qualified but does not hold a university degree referred to in clause b of subsection 1 was, prior to the 1st day of September, 1961, employed by a board as principal of an elementary school that had an enrolment of 300 or more pupils, he shall be deemed to be qualified under clause b of subsection 1 as principal of any elementary school operated by the board.
- (3) Notwithstanding subsection 1, where a teacher who is otherwise qualified but does not hold a certificate referred to in clause c of subsection 1 was, prior to the 1st day of September, 1972, employed by a board as principal of an elementary school that had an enrolment of 300 or more pupils, he shall be deemed to be qualified under clause c of subsection 1 as principal of any elementary school operated by the board.

(over)

- (4) A principal appointed to supervise the administration of more than one school shall be known as a supervising principal.
- (5) A supervising principal shall have the same qualifications as a principal and may act as the principal of only one of the schools of which he has charge.
- (6) The holder of an Elementary School Inspector's Certificate dated before the 1st day of January, 1971, shall be deemed to be the holder of an Elementary School Principal's Certificate."

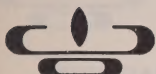
Section 15, Qualifications For Principals of Secondary Schools, is as follows:

- "(1) The principal of a secondary school shall hold,
 - (a) a Secondary School Principal's Certificate;
 - or
 - (b) an Interim Secondary School Principal's Certificate, Type A, or a Secondary School Principal's Certificate, Type A.
- (2) Notwithstanding subsection 1, a teacher who holds an Interim Secondary School Principal's Certificate, Type B, shall be qualified as principal of a secondary school that has fewer than 500 pupils or of a special vocational school.
- (3) Notwithstanding subsection 1, a teacher who, before the 1st day of September, 1970, held the necessary qualifications as principal of a secondary school, continues to be qualified as a principal of a secondary school."



J. F. Kinlin,
Assistant Deputy Minister.

November 16, 1970.



ONTARIO DEPARTMENT OF EDUCATION

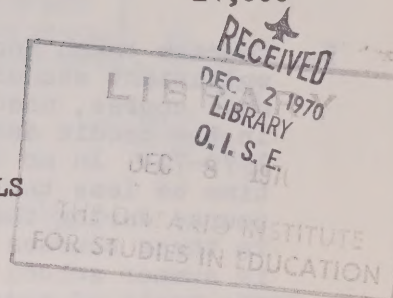
MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUMMER SCHOOLS FOR STUDENTS, 1971

THIS STATEMENT REPLACES PAGE 48 OF CIRCULAR H.S.1 FOR 1970-71
"PROVISION FOR SUMMER-SCHOOL CANDIDATES", AND ALL PREVIOUS
NUMBERED MEMORANDA ON THIS SUBJECT.

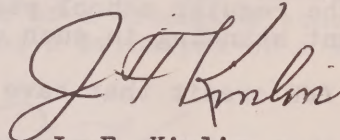
1. Under the provisions of Subsection 27 of Section 35 of The Schools Administration Act, summer schools may be established by boards of education in any subjects of the elementary and secondary school program. Separate school boards may establish summer schools in any subjects of the elementary school program and in any subjects of Grades 9 and 10. Paragraph 24 of Subsection 2 of Section 1 of the act as amended by Bill 241 "An Act to Amend the Schools Administration Act", 1968-69, provides for grant allowance for attendance at summer school. Where grants are being received on behalf of a student, fees must not be charged. The chief executive officer of the board concerned shall notify the Registrar by May 15 of the subjects in which it intends to operate a summer school.
2. Courses offered by summer schools may be of three types:
 - A. Courses carrying diploma or certificate credit, designed for students who have taken the same courses in day classes during the regular school year but who have not obtained sufficient standing in such courses;
 - B. Courses for credit that have not been previously studied;
 - C. Courses that are not for credit but designed to meet the specific interests or needs of students.
3. Students may be admitted to summer school courses who meet the terms for admittance established by the board operating the summer school.
4. Summer courses may not begin until after the last legal school day in June, nor extend beyond the first legal school day of the next school year.

1970-71:10
14,000



(over)

5. Courses taken for credit, where the student did not obtain sufficient standing during the regular school year in the same course, need not be scheduled for the full time stated in the credit definition given on page 11 of Circular H.S.1, 1970-71. In no case, however, may the amount of scheduled time be less than one half the total time provided for the course during the regular session. Standing for students in these courses shall be the higher of the standings obtained in summer school and in the regular day classes, and not on the basis of averaging the two.
6. To qualify for diploma or certificate credit, courses that have not been taken previously by the student must be studied in a manner comparable to that which would apply to the regular school term. Under a credit system, the credit definition given on page 11 of Circular H.S.1, 1970-71, applies in unmodified form. Fractional Credits may be arranged.
7. On or before the last day of August, a statement of the standing obtained in summer school courses should be issued to the student by the board operating the summer school. Where the course carries diploma or certificate credit, the standing shall also be reported to the principal of the school that the student last attended. This standing shall be accepted by the principal of the school last attended as if it had been granted upon his report and shall be recorded in school records along with courses taken during the regular school year.
8. Where a student through attendance and achievement at an approved summer school completes the requirements for a diploma or certificate, he will immediately be recommended for the appropriate diploma or certificate by the principal of the school last attended, who will submit the required records to the Registrar.



J. F. Kinlin,
Assistant Deputy Minister.

November 25, 1970.

LIBRARY

DEC 13 1970

1970-71:11
14,000

ONTARIO DEPARTMENT OF EDUCATION
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RECEIVED
DEC 8 1970
LIBRARY
O.I.S.E.

RE: THE ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY

The Ontario Educational Communications Authority has been established by an Act of the Ontario Legislature to initiate and co-ordinate activities related to educational broadcasting and the broad field of educational communications. Mr. T. Ran Ide has been named chairman of the Board and chief executive officer.

The Educational Television Consultants deployed in the Regional Offices by the former Educational Television Branch remain with the Department of Education as Learning Materials Program Consultants. They will continue to offer service on the effective use of educational television and will be supported as before by a group of Educational Television Technicians. In general, communication concerning school programming will therefore be through the Regional Offices of the Department of Education.

On purely technical matters, Mr. Ide and other officers of the Authority will in future communicate directly with school boards and school officials.

For example, it is expected that in the next few weeks, information related to Ultra High Frequency (UHF) television reception will be communicated to schools and educational institutions who might expect to receive signals from the Authority's newly established Channel 19 in southern Ontario.

Board officials seeking information regarding the best means of distributing television signals to their schools should contact the Authority regarding feasibility studies.

Board officials and principals concerned with the design of Master Antennae Systems (MATV) for schools should contact the Authority for technical advice and assistance.

J. R. McCarthy

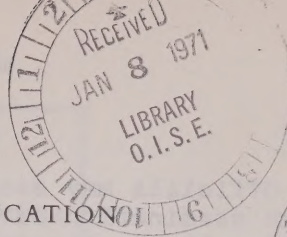
J. R. McCarthy,
Deputy Minister of Education.

November 30, 1970.

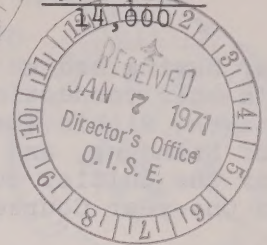
LIBRARY

JAN 13 1971

ONTARIO DEPARTMENT OF EDUCATION
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION



1970-71:12



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: PERIODIC TUBERCULIN TESTS AND/OR CHEST X-RAY EXAMINATIONS

The Minister of Education, in co-operation with the Minister of Health, announces that periodic tuberculin tests and/or chest X-ray examinations will continue to be required of all employees of school boards.

Each regular, occasional, part-time, and itinerant teacher, each caretaker, lunchroom worker, and bus driver whether employed by the board or by an operator, and any other non-teaching employee who works directly or indirectly with pupils in the schools, with the exception of a pupil employed on a part-time basis in his school in caretaking or office work, shall have a tuberculin test and/or chest X-ray examination taken when required to do so within each two-year period.

REPORTING OFFICIALS

The officials who will be responsible for making local arrangements for the tuberculin test and/or chest X-ray examinations and for reporting to the Minister that the examinations have been taken will be the Director of Education and Superintendent of Separate Schools, or the Secretary of a board where a Director or Superintendent has not been appointed.

Board officials are to consult with Medical Officers of Health and the authorities of the X-ray centres in their respective localities with a view to making suitable arrangements for the X-ray work to be done. When these arrangements have been completed, the Reporting Officials will notify the employees concerned.

9713
N
Board officials will be required to keep up-to-date records of the examinations of employees for whom they are responsible. Special care shall be exercised to ensure that teachers returning to the teaching profession and persons teaching under the authority of Letters of Permission, as well as bus drivers and other non-teaching personnel, submit, at the time of employment, evidence of satisfactory examination, or have an examination within one month of the date of employment.

(over)

Officials may exempt all personnel presenting evidence of having had an examination during the previous twelve-month period. In this connection it may be assumed that an examination has been taken, within the previous year, by a person who was granted a Letter of Standing, and by all teachers who attended the full-year Course or the Initial Summer Course at an Ontario College of Education or a One-year Course at an Ontario Teachers' College.

Board officials will make available to Departmental officials, on request, the records of the examinations.

DIRECTIVE TO EACH SCHOOL BOARD EMPLOYEE

Each school board employee shall have a tuberculin test and/or chest X-ray examination as directed by his board official.

EACH EMPLOYEE SHALL OBTAIN FROM THE EXAMINATION AGENCY AN IDENTIFICATION CARD AND SHALL RETAIN IT UNTIL HE RECEIVES A NEW CARD AT THE NEXT EXAMINATION TO SHOW TO THE BOARD OFFICIAL UPON REQUEST AS PROOF THAT HE HAS MET THE REQUIREMENTS OF THIS MEMORANDUM.

CHEST CLINIC SCHEDULE

To ensure that each employee has an opportunity to take the required examination, a Chest Clinic Schedule has been prepared by the Department of Health to indicate where this examination may be taken. A copy of this schedule is forwarded to each school board in the early part of each year.

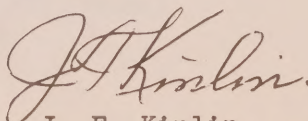
Board employees should be aware that they may receive the tests and/or X-rays free from a Department of Health Chest Clinic Centre, but that tests and X-rays taken elsewhere are the individual's own responsibility.

SPECIAL ARRANGEMENTS IN CERTAIN AREAS

In areas where the school board requires an examination more frequently than once every two years, the employee shall attend the clinic as directed by the local authority, and the identification card which he receives from the clinic shall serve as proof that the conditions of this memorandum have been fulfilled.

SUGGESTIONS FOR IMPROVEMENT OF PROCEDURE

It is the Minister's desire that these periodic tuberculin tests and/or chest X-ray examinations be carried out with a minimum of work and inconvenience for school board employees and officials. Accordingly, any suggestions which board officials care to make at any time regarding the arrangements for examinations and reporting will be welcomed.



J. F. Kinlin,
Assistant Deputy Minister.

December 30, 1970.



ONTARIO DEPARTMENT OF EDUCATION

LIBRARY

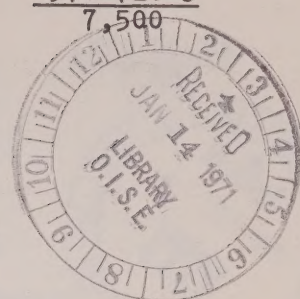
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
PRINCIPALS OF SECONDARY SCHOOLS

RE: ONTARIO ATHLETIC LEADERSHIP CAMP - 1971

1970-71:13

7,500



The Student Leadership Program at the Ontario Athletic Leadership Camp, Longford Mills, is designed to develop leadership skills, athletic skills, organizing ability, self-confidence, and co-operative, responsible attitudes in the students who attend. The program is held during July and August and is administered by the Program Consultants in Physical and Health Education and a staff of Physical Education Specialists. Two courses are provided in July for girls and two in August for boys at the following times:

Girls) July 1 to 14
) July 16 to 29

Boys) August 1 to 14
) August 16 to 29

Each secondary school which enrolls students in Grades 11, 12, and 13 may recommend one boy and one girl from Grade 11, who should be at least 15 years of age and not more than 17 years of age by August 1, 1971. Application forms and details of the program will be forwarded early in March to school principals. Since accommodation is limited to 192 students for each course, and since capacity will probably be reached before the deadline date of April 1, 1971, principals or physical education staff members are urged to return completed application forms as soon as possible to the Leadership Camp Office, 559 Jarvis Street, Toronto, Ontario. Applications will be accepted in the order in which they are received, and those received after capacity has been reached will be placed on a waiting list.

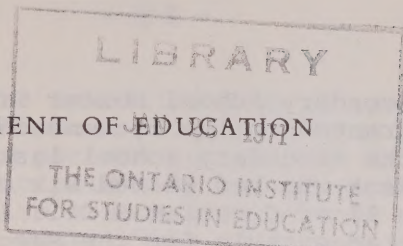
9713
M
The Ontario Department of Education assumes the cost of accommodation and instruction. School boards sending representatives to the camp may be reimbursed for railroad and bus transportation costs in excess of \$25.00 per representative. This reimbursement will be paid by the Department of Education to the school boards concerned upon submission of an official invoice.

J. F. Kinlin,
Assistant Deputy Minister.

January 12, 1971.

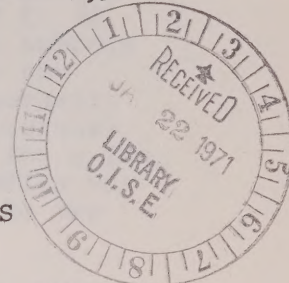


ONTARIO DEPARTMENT OF EDUCATION



1970-71:14

7,500



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: RECOMMENDATIONS FOR GRADE 13 - CIRCULAR H.S.1: 1971-72

Circular H.S.1 for 1971-72, "Recommendations and Information for Secondary School Organization Leading to Certificates and Diplomas", will contain the following statement:

REQUIREMENTS FOR SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

Courses available in the secondary school leading to the Secondary School Honour Graduation Diploma provide an opportunity for students to study in depth a limited number of subject areas or to continue a broad and diversified program. Students may select the courses which will fulfil their individual needs and interests. In order to derive maximum benefit from the studies undertaken, students should be helped and encouraged to utilize the widest possible variety of learning resources in both scheduled and unscheduled time.

1. The use of the term credit as applied to grade 13 on pages 24 and 46 of Circular H.S.1 for 1970-71, is discontinued effective September 1, 1971.
2. The definition of credit in the second paragraph on page 11 of Circular H.S.1: 1970-71 which applies to all courses counting for credit on the Secondary School Graduation Diploma shall be applied in unmodified form to courses counting for credit towards the Secondary School Honour Graduation Diploma. This will ensure a more integrated program throughout the secondary school, allowing students to progress at their own pace.

(over)

3. A Secondary School Honour Graduation Diploma will be granted on the recommendation of the principal of the secondary school last attended, to a student who has gained six credits as defined on page 11 of Circular H.S.1: 1970-71 and comprising work acceptable for the Secondary School Honour Graduation Diploma.
4. Fractional credits greater than a unit credit may be presented for diploma purposes. In order to ensure a minimum depth of study in Honour Diploma work no fractional credit less than one will be accepted.
5. Students continue to have freedom in the selection of courses from among those available in their school. More than one credit may be presented in a particular subject area for the Secondary School Honour Graduation Diploma. The importance of careful choice in the light of the future plans of each student should be emphasized.
6. Work acceptable for the Secondary School Honour Graduation Diploma may be:
 - (i) courses that are within the rationale of existing Departmental grade 13 curriculum guidelines, or
 - (ii) approved courses that are not within the rationale of existing Departmental grade 13 curriculum guidelines. In order to be approved for purposes of credit towards the Secondary School Honour Graduation Diploma, new or experimental courses must equate to the level of scholarship and depth of treatment of the existing grade 13 curriculum guidelines. Therefore a full description of the proposed course must be submitted to the Regional Director of Education in accordance with the procedure outlined on page 10 of Circular H.S.1: 1970-71.
7. Assistance in adapting present courses to the new credit pattern is available from Program Consultants at the Regional Offices of the Department of Education.

At present, the scheduled time of grade 13 students in Honour Graduation Diploma programs varies from 20 to 35 conventional 40-minute periods per week in different schools in the province. Principals will recognize that the new regulations will require a work program that would normally occupy 30 periods per week. This will be a slight increase for many grade 13 students, a considerable increase for a few, and a decrease for some. The requirement of six credits was chosen as the closest possible under the new system to the present average grade 13 diploma program.

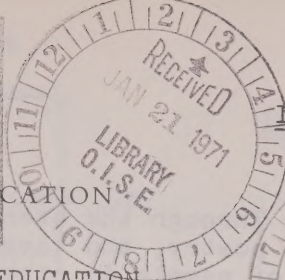
J. F. Kinlin per LmJ
J. F. Kinlin
Assistant Deputy Minister

January 12, 1971

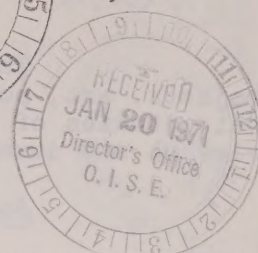


ONTARIO DEPARTMENT OF EDUCATION
FOR STUDIES IN EDUCATION

JAN 25 1971



1970-71:15
14,000



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

- RE: 1. REF. MEMORANDUM 1970-71:9 "REQUIREMENTS FOR CERTIFICATION AS PRINCIPAL
2. RECORDING OF ATTENDANCE
3. TWINNING ONTARIO INTERMEDIATE DIVISION CLASSES (GRADES 7, 8, 9, AND 10) WITH COMMONWEALTH CARIBBEAN SCHOOLS
4. TREES FOR EDUCATIONAL PURPOSES

1. REF. MEMORANDUM 1970-71:9 "REQUIREMENTS FOR CERTIFICATION AS PRINCIPAL

In clarification of paragraph one of Memorandum 1970-71:9, it should be noted that Regulation Elementary and Secondary Schools - General, O. Reg. 339/66, has been amended by O. Reg. 446/70 which was published in The Ontario Gazette dated November 7, 1970.

2. RECORDING OF ATTENDANCE

Attention is drawn to paragraph 9 (3) of Instructions Contained in The Register of Daily Attendance 1970-71. Only the names of those pupils who are in actual attendance are to be entered in a register.

The names of pupils who are expected to enrol, but who have not as yet enrolled, are not to be entered in a register until such pupils are actually in attendance at school.

Supervisory officers and principals are requested to make this matter clear to all persons who are responsible for entries in registers.

3. TWINNING ONTARIO INTERMEDIATE DIVISION CLASSES (GRADES 7, 8, 9, AND 10) WITH COMMONWEALTH CARIBBEAN SCHOOLS

Teachers of Intermediate Division Classes (Grades 7, 8, 9, and 10) are invited to register their classes with Project School-to-School for twinning with classes of similar age groups in one of the Commonwealth Caribbean schools.

(over)

Through the exchange of correspondence, classroom projects, art, poetry, and cassette tapes, pupils frequently find their studies of people in other environments more interesting and relevant and develop deep cultural understanding and concern.

Applications may be filed directly with:

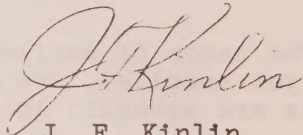
Special Projects Unit,
Ontario Department of Education,
40 Eglinton Avenue East,
Toronto 315, Ontario.

4. TREES FOR EDUCATIONAL PURPOSES

The Ontario Department of Lands and Forests will provide trees for planting on school property. Limited quantities of standard size nursery stock (8"-12") normally used for reforestation projects are available free of charge. Where larger trees (3'-5') will better serve the purpose, a charge of \$1.00 per tree will be made; these trees are balled in burlap.

Quantities and species of trees available are limited. Teachers interested in setting up a tree-planting project should write direct to Timber Branch, Department of Lands and Forests, Room 3618, Whitney Block, Parliament Buildings, Queen's Park, Toronto, for more detailed information.

To complete arrangements for supplying these trees in time for spring planting (April 1 - May 24), inquiries should be made as soon as possible, and preferably before March 15.



J. F. Kinlin,
Assistant Deputy Minister.

January 15, 1971.



LIBRARY

ONTARIO DEPARTMENT OF EDUCATION

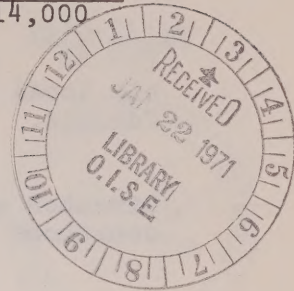
THE ONTARIO INSTITUTE

FOR STUDIES IN EDUCATION

MEMORANDUM TO: ~~REGIONAL DIRECTORS OF EDUCATION~~
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

1970-71:16

14,000



RE: ONTARIO RED CROSS YOUTH

As in previous years, the Ontario Division of the Canadian Red Cross Society asks for your support during its 1971 campaign.

In 1970, more than eighty percent of all donations received from the schools of Ontario was applied to the relief of underprivileged children of this Province while nearly twenty percent of the money received was earmarked for the promotion of health and the relief of victims of disasters overseas.

In Ontario, the Red Cross Youth Fund provides drugs, special foods, orthodontic treatment and eyeglasses for underprivileged children. In addition, the Fund finances the operation of three dental coaches servicing the remote areas of the Province.

Conscious of its international role, in 1970 Ontario Red Cross Youth sent several thousand dollars to Pakistan and Peru for the relief of the young victims of disasters in these countries.

The support of Directors of Education, Superintendents of Separate Schools, principals and teachers was a prime factor in raising the sum of almost \$100,000 for the Red Cross Youth Fund in 1970. The cost of the programs financed through the Fund requires increasing resources. This year the Ontario Division of Red Cross Youth makes a special plea to the schools of this Province to assist in achieving its major aim - to help young people to help themselves.

The Department recognizes the value of these Red Cross Youth projects and realizes the benefits that the children receive from helping others less fortunate than themselves. We ask your support of the 1971 campaign and wish the Canadian Red Cross Youth every success in this undertaking.

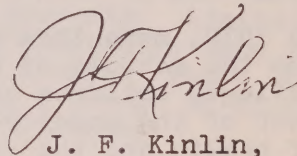
(over)

The principal is requested to make his returns to his local Director of Education or Superintendent of Separate Schools.

For those schools which are not under a local Director or Superintendent, the principal will forward his donations to his Regional Director of Education.

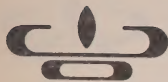
The Regional Directors of Education, Directors of Education and Superintendents of Separate Schools will forward their returns to the Director, Ontario Red Cross Youth, 460 Jarvis Street, Toronto 284, Ontario.

The Red Cross Youth Staff is available to assist any school in planning its campaign.

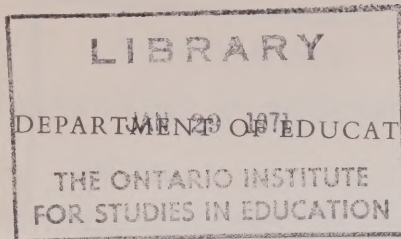
A handwritten signature in dark ink, appearing to read "J. F. Kinlin". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

J. F. Kinlin,
Assistant Deputy Minister.

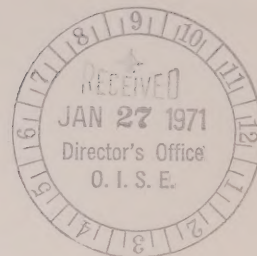
January 19, 1971.



ONTARIO DEPARTMENT OF EDUCATION



1970-71:18
14,000



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

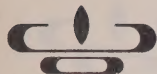
RE: TEMPORARY LETTERS OF APPROVAL FOR TEACHERS WHO HOLD BASIC
ELEMENTARY SCHOOL CERTIFICATION AND WHO ARE TEACHING GENERAL
SUBJECTS IN AN OCCUPATIONAL PROGRAM IN A SECONDARY SCHOOL ON
A LETTER OF PERMISSION

The Temporary Letter of Approval valid for one year from date of issue may be granted to a teacher who is presently teaching general subjects in an Occupational Program in a secondary school on a Letter of Permission, provided that he holds a basic teaching certificate for elementary schools.

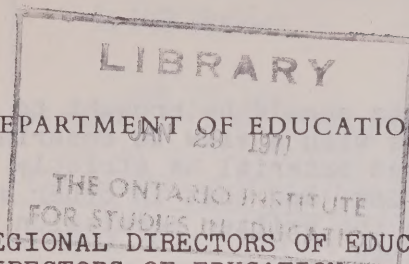
An application for a Temporary Letter of Approval may be obtained from the Regional Director of Education and the completed application form should be forwarded to him over the signature of the Director of Education concerned. Teachers who hold an Interim Elementary School Teacher's Certificate and have taught general subjects in an Occupational Program in a secondary school will be eligible, with the approval of their Director of Education, for a Permanent Elementary School Teacher's Certificate, after two years of satisfactory experience.

J. F. Kinlin,
Assistant Deputy Minister.

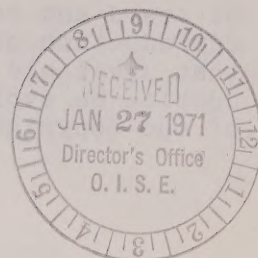
9713
11
January 21, 1971.



ONTARIO DEPARTMENT OF EDUCATION



1970-71:19
14,000



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: REPRODUCTION OF COPYRIGHTED MATERIALS

Board and school officials are asked to bring the contents of this memorandum to the attention of their staffs and to review their duplicating and copying procedures in the light of the provisions of the Copyright Act. If doubt exists as to the legality of current procedures, it is recommended that boards ask their solicitors to review these procedures in relation to the Act.

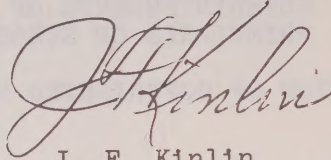
Canadian copyright law permits, without infringement, only limited reproduction of material in which copyright exists. To reproduce materials prior to the expiry of this copyright is in a very real sense the theft of private property for which penalties are provided by the law.

The development of increasingly efficient devices for the mechanical reproduction of printed material has meant that the amount of unauthorized reproduction of copyrighted materials has increased to a point where publishers and others are suffering serious economic effects. Continued widespread unauthorized reproduction can only have the effect in the long run of decreasing the publication of specialized materials and increasing the cost of those that are published. The practical difficulties confronting the owners of copyright in maintaining their rights has given rise to relatively few infringement cases and only a moderate number of demands to cease and desist unauthorized reproduction, but this should not be considered to be a basis for freedom of the right to copy.

9713
M
In many cases the savings gained by reproduction rather than purchase of original material are considerably less than commonly supposed. Any true estimate of the cost of reproduction must include not only the cost of the paper used but also the cost of rental or amortization and maintenance of the equipment and the costs of clerical or professional time involved. In the case of multiple pages there is no doubt about the relatively high cost of copying.

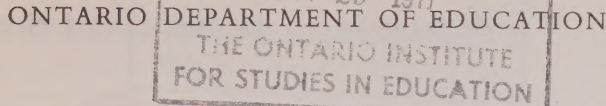
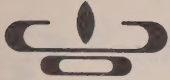
(over)

These points should be brought to the attention of board and school staffs with a view to ensuring that the reproduction of copyrighted material be strictly limited to that available under the law, and that in other cases reproduction be avoided unless the written permission of the owner of the copyright is obtained.



J. F. Kinlin,
Assistant Deputy Minister.

January 21, 1971.



1970-71:20
14,000



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: PURCHASE OF MATERIALS FOR SCHOOL RESOURCE CENTRES

When purchasing materials for school resource centres, school officials are referred to the statement of May 31, 1968, issued by the Honourable William G. Davis, Minister of Education, regarding the "Buy Canadian" policy. The statement read as follows:

"The support of the Canadian economy is a responsibility that each of us must share, and I regard it as particularly important that the authorities and officials of the educational institutions of the Province keep this constantly in mind.

It is suggested that boards, officials and administrators of our many educational institutions should encourage the policy of "Buy Canadian" by advising architects and consultants to specify Canadian goods and manufactured products whenever possible, and by instructing purchasing departments to adhere to the practice of buying Canadian-made goods where price and quality are comparable.

In 1965, a similar statement was made in support of the "Buy Canadian" policy, and at this time I am urging all boards and persons connected with education to maintain this policy.

I am certain that a significant stimulation of our Canadian economy can result from the combined effort of the many educational authorities in Ontario."

9713
M

J. F. Kinlin,
Assistant Deputy Minister.

January 20, 1971.

LIBRARY

JAN 29 1971

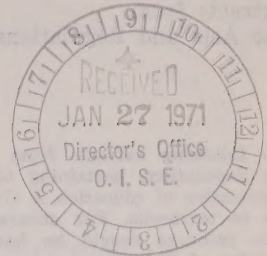
1970-71:21

14,000

ONTARIO DEPARTMENT OF EDUCATION

FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS



RE: CIRCULAR 14, TEXTBOOKS

Where textbooks in support of curriculum guidelines are listed in Circular 14, you are advised that those textbooks must be used in connection with courses of study developed from those guidelines.

Teachers and officials concerned with the selection, purchase, and use of textbooks should be familiar with the portions of the Acts and Regulations which deal with these matters. The pertinent extracts from the Acts and Regulations are printed on the reverse side of this Memorandum.

The procedure to be followed in requesting permission to use textbooks not listed in Circular 14, 1970, and not covered under Section 5(c) of the Circular, whether for use in support of courses of study developed locally under existing Departmental Curriculum Guidelines, or in support of new or experimental courses of study, is outlined on page 4 of Circular 14, 1970. Except in very exceptional cases, it should not be expected that permission will be given to use textbooks not listed in Circular 14 when textbooks, considered suitable, are already listed.

In cases as outlined in paragraph 5(c), in the introductory pages of Circular 14, 1970, where textbooks are to be selected by the principal in consultation with the teachers and the selection approved by board resolution, every effort should be made to select textbooks which have been written or edited by Canadians and manufactured in Canada.

Chief executive officers of boards are asked to ensure that the contents of this memorandum are made known to all those having anything to do with the selection, purchase, and use of textbooks. Boards should, at the same time, establish procedures to bring annually to the attention of personnel concerned the Departmental requirements with respect to the purchase and use of textbooks, and their respective duties under the Acts and Regulations.

J. F. Kinlin

J. F. Kinlin,
Assistant Deputy Minister.

January 21, 1971.

(over)

SELECTION OF TEXTBOOKS

Extracts from The Acts and Regulations

The following extracts from the Acts and Regulations pertaining to the administration of education in Ontario relate to textbooks. For accurate reference, recourse should be had to the Statutes of Ontario.

The Department of Education Act

12(1)

Subject to the provisions of any statute in that behalf and to the approval of the Lieutenant Governor in Council, the Minister may make regulations with respect to schools or classes established under The Public Schools Act, The Separate Schools Acts, The Schools Administration Act, The Secondary Schools and Boards of Education Act, or this Act, or any predecessor of any such Acts, and with respect to all other schools supported in whole or in part by public money,

4.

requiring boards to purchase books for the use of pupils;

33.

governing the selection and approval of textbooks, library books and reference books for use in Grades 1 to 13 inclusive.

The Schools Administration Act

20(1)

A teacher shall not use or permit to be used as a textbook in a prescribed subject in an elementary or secondary school any book that is not approved by the Minister or the regulations, and the Minister, upon the report of the inspector concerned, may withhold the whole or any part of the legislative grants in respect of any school in which an unapproved book is so used.

(2)

Where a teacher uses as a textbook, or negligently or wilfully permits to be used as a textbook by the pupils of his school, in a prescribed subject, a book that is not approved by the Minister or the regulations, the Minister, on the report of the inspector of the school, may suspend the teacher and the board that operates the school may deduct from the teacher's salary a sum equal to so much of the legislative grants as has been withheld on account of the use of the book or any less sum at its discretion.

(3)

Subject to the written approval of the board that operates the school, a teacher may replace any approved textbook that is in actual use in an elementary or secondary school by any other approved textbook on the same subject.

22 (2)

It is the duty of a principal, in addition to his duties as a teacher,
(f) to prevent the use by pupils of textbooks that are not approved under the regulations;

34

Every board shall,

(11)

provide, without charge, for the use of the pupils attending the school or schools operated by the board, the textbooks that are required by the regulations to be purchased by the board.

Regulation, Elementary and Secondary Schools-General

7(1)

Subjects to the approval of the board, the principal shall select from the approved list of textbooks, the textbooks for the use of pupils in Grades 1 to 12, both inclusive.

(2)

Where no textbook for a subject is included in the approved list, the principal shall select suitable textbooks where required and such textbooks that are being introduced for use in the school for the first time shall be subject to the approval of the board.

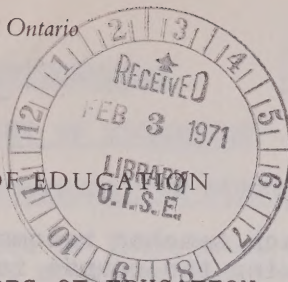
(3)

A board shall purchase and provide without charge and in sufficient quantity, the textbooks selected in subsections 1 and 2 for the use of pupils in Grades 1 to 12, both inclusive, in schools under the jurisdiction of the board.

LIBRARY

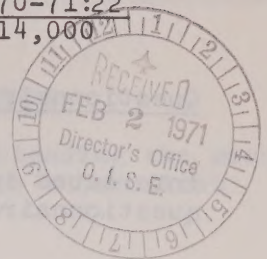
FEB 3 1971

ONTARIO DEPARTMENT OF EDUCATION
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION



1970-71:22

14,000



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: INTENSIVE COURSE FOR DEVELOPING THE FLUENCY OF TEACHERS OF
FRENCH (ELEMENTARY AND SECONDARY), TO BE OFFERED DURING THE
SUMMER OF 1971.

From July 5 - August 6, 1971, the Department of Education will again offer a special course at Compton, Quebec, approximately 12 miles southeast of Sherbrooke. The course for developing fluency in French will be open to teachers qualified to teach in the elementary or secondary schools of Ontario.

Nature of the Course

An intensive program, offered at different achievement levels, will include classes in French conversation, methodology, culture and civilization, and linguistics. A staff of highly-qualified French-speaking teachers, living in residence with the course members, will help to create a truly French atmosphere and to provide opportunities for course members to extend their command of the spoken language. Participants in this course will be required to use French exclusively from the moment of arrival. A carefully planned recreational and cultural program, under the guidance of French-speaking leaders, will form an integral part of the course.

The facilities of King's Hall, a private school in Compton, including modern residential accommodation, classrooms, language laboratory, lounges, library, gymnasium, swimming pool, tennis courts and spacious grounds, will be at the disposal of course members.

Fees and living accommodation

The total cost of the course is \$299.50 which includes tuition fees of \$85.00 and living accommodation and board at \$6.50 per day for thirty-three days. Accommodation will be provided for approximately 120 teachers chosen from the staffs of elementary and secondary schools. Course members will be required to live in residence (double occupancy rooms) and to undertake to use only French as a medium of communication from the time of arrival to the time the course is completed.

(over)

Questionnaires

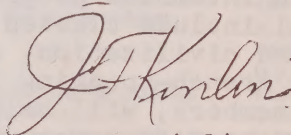
Each teacher recommended by his principal and interested in taking the course is required to complete a questionnaire, available from the principal of his school.

The completed questionnaire is to be returned by March 22 to the course director, Mr. R. E. Schatz, Program Consultant Region 8, Ontario Department of Education, Suite 3201, 2025 Sheppard Avenue East, Willowdale, Ontario.

When the questionnaires have been processed, an application form, and a sheet requesting further information, will be sent to each teacher eligible for course membership. Both should be completed and returned to the address indicated at the top of the application form.

Registration

Applications will be processed in order of arrival. As soon as the full complement of course membership is reached, registration will be closed.



J. F. Kinlin,
Assistant Deputy Minister.

January 25, 1971.

QUESTIONNAIREDEPARTMENT OF EDUCATIONINTENSIVE FRENCH CONVERSATION SUMMER COURSE

NOTE: Complete this questionnaire if interested in attending the above course. The course is NOT designed for teachers whose first language is French.

Mr.
Name Mrs.
Miss (Surname) (Given Names) Those belonging to Religious
Orders include religious names

Social Insurance No.

Name of Basic Certificate No. of Cert. Year

Home Address
(Street and number) (town or city)

Name of School Elem. Sec.

Address of School.....
(Street and number) (town or city)

Number of years of experience (as of June 1971) Elem. Sec.

(a) as a teacher

(b) as a teacher of French

Check the answers which apply

(a) I have a B.A. degree ☐

(b) I have credit for Grade 13 French ☐

(c) I am teaching French in 1970-71 ☐

(d) I expect to teach French in 1971-72 ☐

(e) I have taken this course in a previous summer ☐

Recommended by(Principal of present school)

This is NOT an application form. Send no cheque at this time.

Return carefully completed questionnaire as soon as possible and no later than March 22 to:

Mr. R. E. Schatz,
Program Consultant Region 8,
Ontario Department of Education,
Suite 3201, 2025 Sheppard Avenue East,
Willowdale, Ontario.

TE: Candidates who are accepted will receive an information sheet and application form which is to be completed and returned with the course fee.

STATEMENT OF EDUCATION

INTERVIEW FOR AGRICULTURAL ENGINEERING

NOTE: Candidate must provide a statement of education in accordance with above
requirements. The statement is to be completed for each year of study
completed in the United States or Canada.

Name (Last, First, Middle)
Date of Birth (Month/Day/Year)
Home Address
(Street and number)
(Town or city)

Name of School
Address of School
(Street and number)
(Town or city)
Name of School
Address of School
(Street and number)
(Town or city)

Name of School
Address of School
(Street and number)
(Town or city)
Name of School
Address of School
(Street and number)
(Town or city)

Name of School
Address of School
(Street and number)
(Town or city)
Name of School
Address of School
(Street and number)
(Town or city)

Name of School
Address of School
(Street and number)
(Town or city)
Name of School
Address of School
(Street and number)
(Town or city)

Name of School
Address of School
(Street and number)
(Town or city)
Name of School
Address of School
(Street and number)
(Town or city)

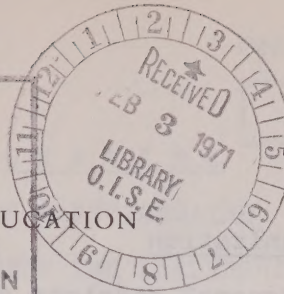
Name of School
Address of School
(Street and number)
(Town or city)
Name of School
Address of School
(Street and number)
(Town or city)

Name of School
Address of School
(Street and number)
(Town or city)
Name of School
Address of School
(Street and number)
(Town or city)

LIBRARY

FEB 3 1971

ONTARIO DEPARTMENT OF EDUCATION
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION



1970-71:23
7,500



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: LEADERSHIP SEMINAR FOR HEADS OF DEPARTMENTS

The Department of Education will hold a leadership seminar for heads of departments of secondary schools during the week of August 16-20, 1971, at the University of Western Ontario, London, Ontario.

Eligibility for Attendance

The seminar is planned primarily to assist those who are at present qualified heads of departments. If accommodation permits, however, consideration will be given to applications from acting and assistant heads or other qualified teachers interested in becoming heads.

Completed questionnaire forms will be processed in the order in which they arrive until the full complement for the seminar is reached. Interested teachers are asked to complete one of the questionnaires included with this memorandum as soon as possible and not later than February 26, 1971, in order that preparations may be made for seminars in the subjects in which sufficient interest is expressed. Additional copies of the questionnaire are available from the Superintendent of Professional Development, 44 Eglinton Avenue West, Toronto 12.

Staff

9713
9/1
Staff personnel will be selected from program consultants and other officials of the Department of Education, outstanding heads of departments and school officials, professors from universities and colleges of education, and others.

(over)

Purpose and Organization

General sessions and individual subject seminars will be included in a concentrated course designed to give maximum assistance to a head of department in such areas as the following:

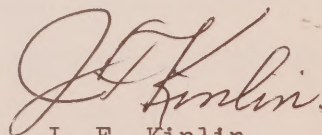
- (a) the duties of a head as seen by the director and superintendent, the principal, supervisory officials, and other teachers;
- (b) imaginative leadership in the organization and administration of a department;
- (c) new trends and developments in the broad design of education and in each subject field;
- (d) curriculum planning at various levels;
- (e) experimental courses;
- (f) professional reading, reference books, audio-visual aids and other teaching materials;
- (g) effective in-service programs for teachers;
- (h) methods of evaluation;
- (i) other topics that may be suggested by participants.

Fees and Living Accommodation

The fee for the seminar will be \$20.00. It is expected that the cost of accommodation and meals at the University of Western Ontario residences from Sunday night until Friday noon will be about \$65.00, and that non-residents may purchase noon or evening meals at regular student rates.

Application

Each teacher who completes a questionnaire will receive an official application form and other information if he or she is accepted for the seminars.



J. F. Kinlin,
Assistant Deputy Minister.

January 26, 1971.

Q U E S T I O N N A I R E

COMPLETE THIS QUESTIONNAIRE

IF INTERESTED IN ATTENDING THE LEADERSHIP SEMINAR

FOR HEADS OF DEPARTMENTS

AUGUST 16-20, 1971

LONDON, ONTARIO

Miss

Name Mrs.

Mr. (Surname)

(Christian Name)

(Those belonging to
Religious Orders include
Religious Names)

Name of School Board

Name of School

(in full)

Address of School

(Street)

(City or Town)

Home address (for summer mail)

(Street)

(City of Town)

Subject Field (see note below)

Note:

Insert name of the subject seminar in which you wish to be enrolled. If there is sufficient response, seminars will be offered in the following: English, Français, History, Geography, Mathematics, Science, Modern Languages, Anglais, Classics, Commercial, Guidance, Home Economics, Occupations, Physical Education, Technical, Theatre Arts.

7. Number of years of teaching in a secondary school
(as of June, 1971)

8. Check the answer which applies to you.

(a) I am head of a department (fully qualified)

(b) I am an acting head

an assistant head

(over)

(c) I am a co-ordinator or chairman of the department
in the subject field noted above ☐

(d) Other (please specify) ☐

Note:

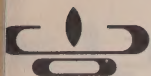
One or two evening sessions will probably be included in the seminar program.

We have been advised by previous seminar members that they derived great benefit from unscheduled evening discussions and meetings, and therefore residence accommodation is recommended.

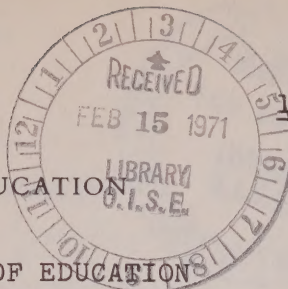
Those admitted will receive an official application form for this leadership seminar, instructions concerning payment of the fee (\$20.00) and other information. Memorandum 1970-71:23 to principals, dated January 26, gives added information for interested teachers.

9. THIS QUESTIONNAIRE DOES NOT CONSTITUTE AN APPLICATION FORM. Please send no cheque until you receive a personal letter and application form.
10. Return completed questionnaires as soon as possible and not later than February 26 to:

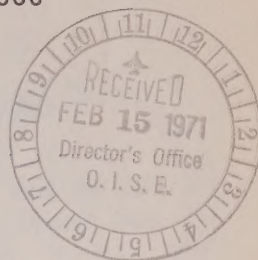
Mr. O. R. Watson,
Assistant Superintendent, Curriculum Section,
Ontario Department of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.



ONTARIO DEPARTMENT OF EDUCATION



1970-71:24
14,000



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. CANADA'S 27TH NATIONAL HEALTH WEEK - MARCH 14-20, 1971
2. CHANGES IN REQUIREMENTS FOR ADMISSION TO DEPARTMENT
OF EDUCATION MUSIC SUMMER COURSES FOR SECONDARY SCHOOL
TEACHERS

1. CANADA'S 27TH NATIONAL HEALTH WEEK - MARCH 14-20, 1971

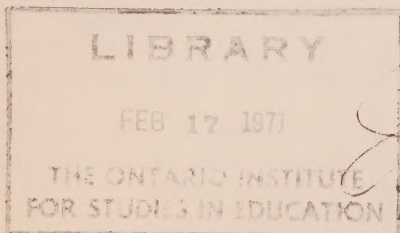
Canada's National Health Week, which is sponsored by the Health League of Canada, is being held for the 27th consecutive year from March 14-20, 1971. The Health League is campaigning to maintain, and when necessary, raise the standard of individual and public health in Canada.

The emphasis this year during National Health Week is on the development of a philosophy of prevention, as distinguished from the treatment of illness. This positive attitude is in keeping with the objectives of the Department of Education. The Department has always indicated that health education should not be looked upon merely as an isolated subject of study. Health education implies a wholesome attitude about individual and public health pervading the entire school program.

The recognition of a National Health Week provides schools with an impetus and additional opportunities for pursuing their objectives.

2. CHANGES IN REQUIREMENTS FOR ADMISSION TO DEPARTMENT OF EDUCATION
MUSIC SUMMER COURSES FOR SECONDARY SCHOOL TEACHERS

Persons interested in courses for teachers of music for secondary schools should note that, commencing in the summer of 1972, only those applicants who hold a certificate or Letter of Standing qualifying them to teach in a secondary school in Ontario will be admitted to the music courses for secondary school teachers.



J. F. Kinlin

J. F. Kinlin,
Assistant Deputy Minister.

February 10, 1971.

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. LETTERS OF PERMISSION - ELEMENTARY AND SECONDARY
2. RELEASE OF FINAL STANDING TO STUDENTS
3. OCCUPATIONAL CLASS PUPILS

1. (a) LETTERS OF PERMISSION - ELEMENTARY

Positions that are vacant and positions held in 1970-71 by persons without basic certification or persons who will not have full professional qualifications by September, 1971, must be advertised at least three times within the three months preceding May 15, in a newspaper with provincial circulation. If no qualified applicant is available by May 15, a board may request the Regional Director of Education to secure for it a Letter of Permission on behalf of the person who does not hold a basic elementary school teaching certificate.

(b) LETTERS OF PERMISSION - SECONDARY

Positions that are vacant and positions held in 1970-71 by persons without basic certification or persons who cannot obtain full professional qualifications by September, 1971, must be advertised by the board at least three times in a newspaper with provincial circulation. If no qualified teacher, or applicant who is willing and eligible to attend the first session of a summer program of secondary school teacher-training offered in 1971, is available by May 15, a board may request the Regional Director of Education to secure for it a Letter of Permission on behalf of the person who does not hold a basic secondary school teaching certificate.

Applications for Letters of Permission for persons who will be entering upon their duties on September 7, 1971, must be forwarded before the beginning of the new school year.

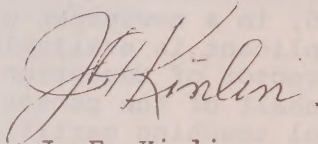
LIBRARY
FEB 17 1971
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

2. RELEASE OF FINAL STANDING TO STUDENTS

The final standing or transcript of marks for students who are not required to write final examinations, and for those who are required to write final examinations, may be released to them on June 30, 1971, and not prior to this date.

3. OCCUPATIONAL CLASS PUPILS

An occupational class pupil who is in his final year and is being exempted from his final examinations may leave school to take employment at any time after the second school term, provided that he will be at least 16 years of age in the calendar year 1971, that he has a firm offer of employment, and that he accepts the offer. Beginning on the school day after such an occupational class pupil enters employment and continuing up to and including June 30, 1971, the letter "G" is to be entered in the Daily Register in the third term for these pupils.

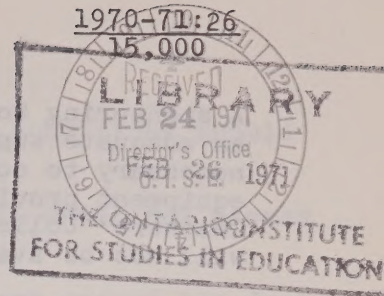


J. F. Kinlin,
Assistant Deputy Minister.

February 11, 1971.

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS



RE: BOARD-SPONSORED WINTER COURSES FOR TEACHERS, FOR DEPARTMENTAL CREDIT 1971-72

This Memorandum supersedes Memorandum 1969-70:20, dated February 17, 1970. Please destroy all copies of previous memoranda as a number of changes have been made.

1. A board wishing to operate a winter course for teachers, leading to Departmental credit, should submit an application (in duplicate) on the forms provided, ON OR BEFORE JUNE 1, to conduct a course during the following school year. The application, to be complete, must include the following information:
 - (i) the name, teaching experience, area of responsibility of each staff member, and his particular qualifications for that position,
 - (ii) (attached to the application forms) duplicate copies of an outline indicating the content of the course to be offered and the time allotment for each topic. (Please note the change in date for submission of course outlines.)

Application forms with course outlines should be forwarded to the Superintendent of Professional Development, Department of Education, 44 Eglinton Avenue West, Toronto 310.

- 9713
M
2. Before beginning the planning for a winter course, account should be taken of the Department's plan of gradual transfer of operation of summer courses to faculties and colleges of education. For this reason, boards in or close to a centre where there is a faculty or college of education should first investigate the possibility of the faculty or college sponsoring the course during the winter. This suggestion applies to all courses but especially to courses in Physical and Health Education and in Guidance. Approval to such boards to conduct a winter course will be considered only after there is evidence that this possibility has been completely explored.
 3. The provision of accommodation, the recruitment and payment of staff, the setting and collection of fees will be the responsibility of the sponsoring board. The Department cannot undertake to provide staff or financial assistance for winter courses.

(over)

A sponsoring board will also be required to make provision for an adequate supply of reference texts, equipment, and materials necessary to conduct a particular course. (Note that books and equipment provided for Department Summer Courses are used by Teachers' Colleges and other Branches during the winter and will not be available.)

4. Where two or more boards are co-operating in offering a course in 1971-72, one board will be required to accept full responsibility for the organization, and for the proper conduct of the course, and all official correspondence from the Department will be with that one board. It is understood that this board may have assistance from neighbouring boards in the provision of staff and resource materials, and may make arrangements for the admission of teachers who are employees of other boards.
5. Course content, timetables, assignments, examinations, and qualifications of staff are subject to approval by the Department. The Department reserves the right to exercise such supervision of a course as is deemed necessary. Where it is reported that too few candidates are in attendance, or that the sponsoring board has failed to provide an adequate number of qualified and experienced instructors to conduct a course effectively, or that the regulations of the Department are not being observed, Departmental credit will not be granted for the course.
6. The admission requirements for all courses will be the same as those outlined in the General Announcement of Summer Courses 1971. No Departmental credit will be given to an applicant whose qualifications for admission to a particular course do not meet the Department's requirements. Where the eligibility of an applicant is in doubt a ruling must be obtained from the Registrar, Ontario Department of Education, 1 St. Clair Avenue West, Toronto 195, before admission is granted.

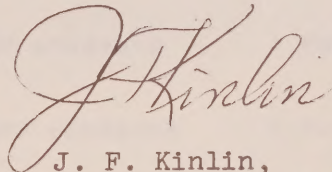
The decision to permit auditors or visitors to attend part or all of a course is the responsibility of the sponsoring board. Such persons should be informed that their names will not appear on Departmental records and they will not receive credit, now or in the future, for courses attended.

7. Attention is directed to the fact that a teacher may not receive Departmental credit for more than one board-sponsored winter course during the same winter.
8. In view of the fact that the hours of instruction in Departmental Summer Courses leading to Departmental credit may not be fewer than 120, a minimum of 100 hours of classroom instruction plus a minimum of 20 hours for reading, study and assignments will be required for winter courses.

In preparing the course timetable the following conditions should be noted:

- (a) Winter course sessions held on school nights shall not exceed three hours;
 - (b) The interval between class sessions shall not exceed ten days (except for the usual school vacation periods).
9. Applicants for a winter course for Departmental credit should be informed that regular attendance is required for the full period of the course. Irregular attendance, for any reason, must be reported to the Department by the principal of the course and can result in failure to obtain Departmental credit.
10. Only those courses for which the board can provide a sufficient number of qualified staff members and an adequate number of reference texts may be offered for Departmental credit. Staff requirements are listed on page 4 of this memorandum.
11. All inquiries regarding winter courses should be directed to the Superintendent, Professional Development, Department of Education, 44 Eglinton Avenue West, Toronto 310, (365-2682).

Boards are reminded that for 1971-72 courses the final date for receiving completed application forms, including staff lists and course outlines, is June 1.



J. F. Kinlin,
Assistant Deputy Minister.

February 9, 1971.

MINIMUM NUMBER OF INSTRUCTORS ACCEPTABLE
FOR WINTER COURSES LEADING TO DEPARTMENTAL CREDIT

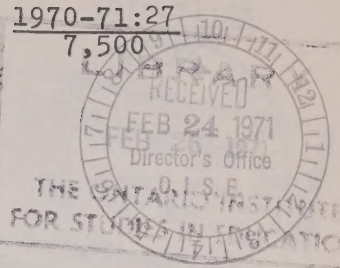
<u>COURSE</u>	<u>MINIMUM NO.OF INSTRUCTORS</u>	<u>NUMBERS FOR ADDITIONAL STUDENTS</u>
Art	5 for up to 100 students	1 for each additional 20
Art et Science du Langage	4 for up to 60 students	1 for each additional 15
Childhood Education	8 for up to 100 students (staff to work with both children and teachers)	1 for each additional 15
Elementary Mathematics (Grades 1 to 6)	4 for up to 75 students	1 for each additional 30
El. Science (Gr. 1-6)	3 for up to 60 students	1 for each additional 20
El. Social Studies (Grades 1 to 6)	3 for up to 60 students	1 for each additional 20
El. School Librarians	6 for up to 100 (including 3 professional librarians)	1 for each additional 50
Integrated Studies	3 for up to 30 students	1 for each additional 15
Guidance	3 for up to 30 students	1 for each additional 15
Inter. Div. Math. (Grades 7 & 8)	3 for up to 75 students	1 for each additional 30
Inter. Div. Geo. & His. (Grades 7 & 8)	3 for up to 60 students	1 for each additional 20
Intermediate Education	5 for up to 100 students	1 for each additional 35
Junior Education	5 for up to 100 students	1 for each additional 35
Language Arts	4 for up to 60 students	1 for each additional 15
Learn. Mat. Meth.	3 for up to 50 students plus 1 technician	1 for each additional 15
Music	3 for up to 50 students	1 for each additional 20
Phys. & Health Ed. Type B	4 per unit for 50 students	1 for each additional 15
El. Sp. Education	7 for up to 100 students (3 for general subjects 4 for Prescriptive Teaching)	1 for each additional 25
Teaching French to English-speaking Pupils	3 for up to 20 students	1 for each additional 10

A number of the courses leading to a Special Certificate but not included in this list are the responsibility of the Colleges of Education.



ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS



RE: SUMMER PROGRAM FOR THE TRAINING OF SECONDARY SCHOOL TEACHERS
FOR THE TERRITORIAL DISTRICTS OF ONTARIO

During the summer of 1971, the Initial Course of a special two-summer session will be offered by the Faculty of Education at Lakehead University, Thunder Bay, Ontario.

This course will be offered to university graduates who hold approved degrees and contracts with a school board to teach in a secondary school in a Territorial District during the school year 1971-72.

The program will consist of two summer sessions of eight and seven weeks' duration respectively. A candidate who completes the 1971 Initial Session successfully will receive a Temporary Secondary School Teacher's Certificate. On completion of a year of successful teaching, as certified by the Director of Education concerned, the candidate may return for the 1972 Completing Session.

On completion of two years of successful teaching in the Territorial Districts, the teacher will receive an Interim High School Assistant's Certificate, Type B.

It should be noted that the Initial Session of the summer program for the training of secondary school teachers for the Territorial Districts of Ontario will not be offered in 1972 and that the Completing Session only will be given in that year.

Enquiries and applications should be addressed to:

Dr. J. T. Angus,
Dean,
The Faculty of Education,
Lakehead University,
Thunder Bay, Ontario.

A handwritten signature in dark ink, appearing to read 'J. F. Kinlin'.

J. F. Kinlin,
Assistant Deputy Minister.

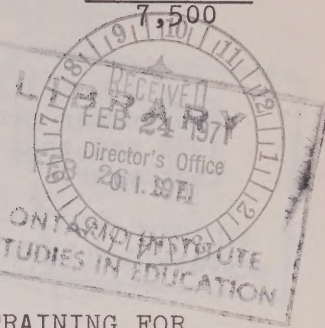
February 12, 1971.



ONTARIO DEPARTMENT OF EDUCATION

1970-71:28

7,500



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUMMER PROGRAM FOR SECONDARY SCHOOL TEACHER TRAINING FOR
MATURE STUDENTS

During the summer of 1971, the Initial Summer Session, the first of a two-summer sequence leading to an Interim High School Assistant's Certificate, Type B, will be offered by McArthur College of Education, Queen's University, Kingston, Ontario. This course will be available to candidates who qualify as mature students.

A candidate seeking admission as a "mature student" will be required to submit evidence that he:

- (i) holds an approved university degree which includes acceptable standing in at least two teaching options, one of which shall be:
 - (a) Art
 - (b) English
 - (c) French
 - (d) Geography
 - (e) Mathematics
 - (f) Physical and Health Education
 - (g) Science
 - (h) Business and Commerce;
- (ii) has reached his 26th birthday by September 1, 1971;
- (iii) has a contract from an employing board to teach the secondary school grades in Ontario during the academic year 1971-72.

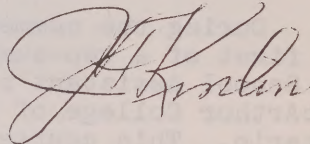
The program will consist of two summer sessions of eight and seven weeks' duration respectively. A candidate who completes the 1971 Initial Session successfully will receive a Temporary Secondary School Teacher's Certificate. On completion of a year of successful teaching, as certified by the Director of Education concerned, the candidate may return for the 1972 Completing Session.

(over)

It should be noted that the Initial Session of the summer program for mature students will not be offered in 1972 and that the Completing Session only will be given in that year.

Enquiries and applications should be addressed to:

The Registrar,
McArthur College of Education,
Queen's University,
Kingston, Ontario.



J. F. Kinlin,
Assistant Deputy Minister.

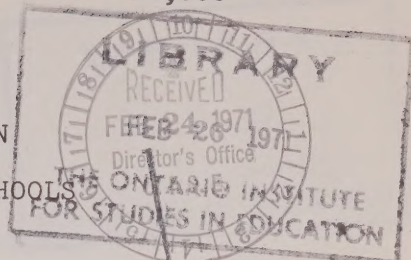
February 12, 1971.

1970-71:29
14,000



ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS



RE: SUMMER COURSES IN GUIDANCE

The Department of Education will no longer offer Parts 1, 2, 3 and 4 leading to the Specialist Certificate in Guidance. Beginning in the summer of 1971, these courses will be offered by the following institutions:

- (1) Althouse College of Education (University of Western Ontario), 1137 Western Road, London, Ontario.
- (2) McArthur College of Education (Queen's University), Kingston, Ontario.
- (3) The College of Education (University of Toronto) 371 Bloor Street West, Toronto, Ontario.

Similar courses for French-speaking teachers will be given by the Teacher Education Section, Faculty of Education, University of Ottawa, Ottawa, Ontario.

Teachers planning to take a summer course in guidance are advised to communicate directly with the Registrar of the College of Education concerned. It is understood that courses taken previously under the auspices of the Department of Education will be recognized by each College. For example, a College of Education will admit to the Part 3 course in guidance a teacher who presents documents issued previously by the Department indicating successful completion of Parts 1 and 2, or equivalent.

Upon the successful completion of one of these courses, a teacher will be recommended by the Dean or Associate Dean concerned, and will receive the same document from the Department as would be received if the course were operated by the Department. This means that the teacher who successfully completes any one of Parts 1, 2, or 3 will receive a statement to that effect from the Department of Education, and the teacher who completes Part 4 will receive a Specialist Certificate in Guidance.

J. F. Kinlin

J. F. Kinlin,
Assistant Deputy Minister.

February 17, 1971.

1970-71:30

14,000

ONTARIO DEPARTMENT OF EDUCATION

LIBRARY

MAR 2 1971

THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUMMER COURSES IN PHYSICAL AND HEALTH EDUCATION - ELEMENTARY
SCHOOL COURSES

The Department of Education will no longer offer Units 1, 2, and 3 leading to the Elementary and Intermediate Certificates, nor Unit 4 leading to the Supervisor's Certificate in Physical and Health Education. Beginning in the summer of 1971, these courses will be offered by the following institutions:

- (1) Althouse College of Education (University of Western Ontario), 1137 Western Road, London, Ontario.
- (2) McArthur College of Education (Queen's University), Kingston, Ontario.
- (3) The College of Education (University of Toronto), 371 Bloor Street West, Toronto, Ontario.

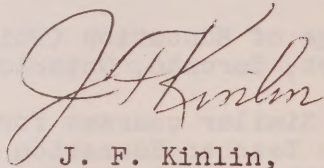
Similar courses for French-speaking teachers will be given by the Teacher Education Section, Faculty of Education, University of Ottawa, Ottawa, Ontario.

Teachers planning to take a summer course in physical and health education are advised to communicate directly with the Registrar of the College of Education concerned. It is understood that each College will allow teachers to continue their programs without repetition. Some Colleges may require some sequential pattern regarding Units 1, 2, and 3; others may not. However, with respect to the course requirements for admission to Unit 4, teachers must give evidence of successful completion of Units 1, 2, and 3 or their equivalent.

(over)

Upon successful completion of any one of these units, the teacher will be recommended by the Dean or Associate Dean for the appropriate document from the Department. In view of the fact that a teacher may have completed one or two units previously, and because Units 1, 2, and 3 may be taken in any order if the College so desires, the Department documents granted after a successful completion in 1971 will be according to the following pattern:

- (a) If the 1971 unit is the teacher's first, he will receive an Elementary Certificate in Physical and Health Education, Type B.
- (b) If the 1971 unit is the teacher's second, he will receive a statement to the effect that he has completed one of the units leading to the Intermediate Certificate in Physical and Health Education, Type B.
- (c) If the 1971 unit is the teacher's third, he will receive an Intermediate Certificate in Physical and Health Education, Type B.
- (d) If the 1971 unit is the teacher's fourth, he will receive an Interim Supervisor's Certificate in Physical and Health Education.



J. F. Kinlin,
Assistant Deputy Minister.

February 17, 1971.

1970-71:31
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS MAR 2 1971
PRINCIPALS OF SCHOOLS

LIBRARY
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

RE: DEPARTMENTAL SUMMER COURSES, 1971

1. Please bring this information to the attention of teachers.

2. If the number of qualified applicants is sufficient, the following courses will be offered. All courses begin on Monday, July 5, and end on Friday, August 6, except where otherwise indicated.

Art: Elementary and Intermediate Part 1 - at Galt, Thunder Bay and Toronto
Intermediate Part 2, Specialist and Supervisor's - at Toronto
Refresher - (See Short Courses, Page 2)
Compensatory Education: at Toronto
Elementary School Librarians:
Elementary - at Sarnia, Timmins (in English and French) and Toronto
Intermediate, Part 1 - at Fonthill and Toronto
Intermediate, Part 2 - at Ottawa and Toronto
Elementary School Principals' Course: (See Principals' Course, Page 2)
Elementary Science (Grades 1 to 6): at Barrie and Brantford
Elementary Social Studies (Grades 1 to 6): at Owen Sound and Prescott
French Conversation Intensive Summer Course: at Compton, Quebec
Guidance: (See NOTE 5, Page 3)
Seminar (See Short Courses, Page 2)
Integrated Studies: at North Bay, Peterborough and St. Catharines
Junior Education: at Cornwall (in English and French)
Junior Environmental Studies: at Pembroke
Language Arts: at Chatham, Stratford and Toronto
Leadership Seminar for Heads of Departments (for Secondary Schools) (See Short Courses, Page 2)
Learning Materials Methodology: at Ottawa, Timmins (in English and French) and Toronto
Learning Materials Methodology, Special Media Study Program: (See Short Courses, Page 2)
Music: Vocal (for Elementary Schools) Elementary Type B, Intermediate Type B and Supervisor's - at Toronto (mornings)

Vocal (for Secondary Schools) Intermediate Type A, Parts 1 and 2, and Specialist - at Toronto (mornings)

(over)

Instrumental (for Elementary Schools) Elementary
Type B, Intermediate Type B and Supervisor's -
at Toronto (afternoons)

Instrumental (for Secondary Schools) Intermediate
Type A,
Parts 1 and 2, and Specialist - at Toronto (afternoons)

Vocal (for Elementary Schools) Elementary Type B - at
Woodstock

Refresher - (See Short Courses, Page 2)

Workshop - (See Short Courses, Page 2)

New Horizons for Young Children: (See Short Courses, Page 3)

Physical and Health Education: (See NOTE 5, Page 3)

Primary Education, Supervisor's: at Toronto

Primary Methods: Parts 1 and 2 - at Hamilton, London, Ottawa,
Sudbury (in English and French) and Toronto

Principals' Course: Elementary School, and Secondary School
First Session - at Queen's University, Kingston; Trent
University, Peterborough; and York University, Toronto
(July 5 to July 30)

Elementary School and Secondary School, Second Session -
at the University of Western Ontario, London; the
University of Waterloo, Waterloo; and Laurentian
University, Sudbury (July 12 to August 6)

Special Education: Elementary - at Belleville, St. Thomas
and Toronto

Intermediate and Specialist - at Toronto

Teaching Trainable Retarded Children: Elementary and
Intermediate - at Toronto

Teachers of Indian Children: at Peterborough

Teaching English as a Second Language: (First Course only) -
at Hamilton and Toronto

Teaching French to English-speaking pupils in Elementary Schools:
Regular and Special Courses (First Summer only) - at Toronto

Teaching Trainable Retarded Children: (See Special Education).

SHORT COURSES

Art Refresher: at Toronto (July 5 to July 20), (July 21 to
August 6)

Guidance Seminar: Ottawa area (July 4 to July 9)

Leadership Seminar for Heads of Departments: for secondary
school - at the University of Western Ontario, London
(August 16 to August 20)

Learning Materials Methodology, Special Media Study Program:
at Elliot Lake (July 5 to July 23)

Music: Vocal and Instrumental Music Refresher - at Toronto
(choice of dates during the regular period of July 5
to August 6 can be arranged by writing to Mr. L.G. Queen,
Assistant Superintendent, Curriculum Section, 44 Eglinton
Avenue West, Toronto 310).

Vocal and General Music Workshop for teachers of
Grades 7, 8, and 9 - at Geneva Park, Lake Couchiching
(August 28 to September 2)

New Horizons for Young Children (an updating course): at Elliot Lake Centre for Continuing Education (August 15 to August 27); a follow-up week-end workshop will be conducted at Geneva Park, Lake Couchiching, on January 22 and 23, 1972.

3. FEES

(a) The following is the schedule of fees for 1971 Department of Education summer courses: for A FIVE-WEEK COURSE \$85.00, A FOUR-WEEK COURSE \$70.00, A THREE-WEEK COURSE \$55.00, A TWO-WEEK COURSE \$40.00 AND A ONE-WEEK COURSE \$20.00. The fee for the combined Vocal and Instrumental Music Courses is \$170.00.

(b) A late fee of \$15.00 will be charged on each application delivered to the Department of Education after May 21 or mailed to the Department in an envelope having a postmark after May 21 (July 16 for August courses). No assurance can be given that applications will be considered if they are received after these dates.

(c) A certified cheque or money order for the required fee, payable to the Treasurer of Ontario must accompany each application.

4. Prospective applicants are asked to refrain from making routine inquiries about the courses until they have received and studied the General Announcement of Summer Courses which, along with application forms, will be mailed to all schools about April 15.

5. Note re Guidance Courses and Physical and Health Education, Type B, courses

GUIDANCE summer courses and PHYSICAL and HEALTH EDUCATION, TYPE B, summer courses for Departmental Credit which were conducted formerly by the Department of Education will be offered during the summer of 1971 by the institutions listed below. Candidates interested in the Guidance and Physical and Health Education, Type B, summer courses should write directly to the College or Faculty of Education concerned:

Associate Registrar,
Althouse College of Education,
The University of Western Ontario,
London, Ontario.

The Registrar,
McArthur College of Education,
Queen's University,
Kingston, Ontario.

The Registrar,
The College of Education,
University of Toronto,
371 Bloor Street West,
Toronto 5, Ontario.

(over)

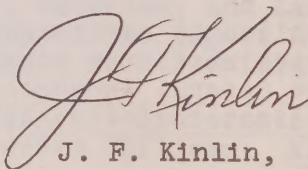
French-speaking candidates should write to:

Associate Dean,
Teacher Education Section,
Faculty of Education,
University of Ottawa,
Ottawa, Ontario.

6. Other courses offered in the French language

In addition to the courses mentioned above which will be conducted in French by the Department of Education, the University of Ottawa will be offering a number of courses in French for French-speaking teachers. Candidates interested in such courses should write directly to:

Associate Dean,
Teacher Education Section,
Faculty of Education,
University of Ottawa,
Ottawa, Ontario.



J. F. Kinlin,
Assistant Deputy Minister.

February 19, 1971.

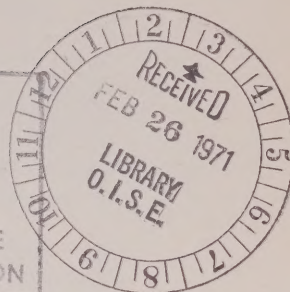
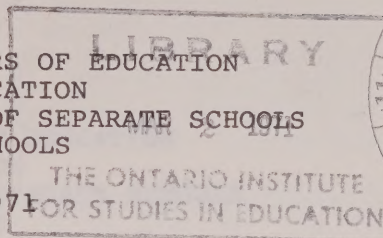
1970-71:32

7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUMMER COURSE IN GERMANY, 1971



The Goethe Institute in Munich, Germany, is offering a special summer course in Berlin for teachers of German. The course, planned in consultation with the Ontario Department of Education specifically for teachers in Ontario schools, will consist of methodology, language practice, lectures on German literature and German culture, and will include visits to places of cultural and historical interest.

The course location is the Goethe Institute in West Berlin where excellent facilities and a capable staff will be provided.

The dates of the course are Monday, July 5 to Saturday, July 24. Fees for the course and for accommodation are 450 DM (approximately \$120.00) and are payable directly to the Goethe Institute in Munich. Travel arrangements and expenses are the responsibility of each candidate.

For information about applying for the special course in Berlin, write to:

Mr. H. Pohle,
Goethe House,
1067 Yonge Street,
Toronto, Ontario.

J. F. Kinlin

J. F. Kinlin,
Assistant Deputy Minister.

February 19, 1971.

9713
9M

1970-71:33
15,000



ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: PRINCIPALS' COURSE: SUBSEQUENT QUALIFICATIONS FOR A PERMANENT
ELEMENTARY SCHOOL PRINCIPAL'S CERTIFICATE AND PERMANENT SECONDARY
SCHOOL PRINCIPAL'S CERTIFICATES.

Arrangements have again been made with McArthur College of Education, Queen's University, Kingston, to offer a number of courses in the Summer of 1971 to meet the requirements for permanent principalship certification (Reference: Memoranda 1968-69:26, 1969-70:13, and 1970-71:7).

To be eligible for admission, a candidate must hold an Interim Elementary School Principal's Certificate or an Interim Secondary School Principal's Certificate, Type B or Type A.

These courses are being offered solely for the purpose of enabling candidates to satisfy the requirements for the above certificates. There is no implication, therefore, that successful completion of such courses will carry subsequent graduate credit at Queen's University.

Applications should be addressed to THE REGISTRAR,
McARTHUR COLLEGE OF EDUCATION, QUEEN'S UNIVERSITY, KINGSTON, ONTARIO.

Accommodations imposed an enrolment limit for the program. All applications must be received by April 16th, 1971. Applications will be processed in the order in which they are received.

During the summer of 1971, it is expected that the following six courses will be offered. Applicants should state their first, second and third preferences. Normally, first choices will be honoured within the limits of maintaining a reasonable pattern of enrolment.

(over)

(1) INTRODUCTION TO CURRICULUM DESIGN AND EVALUATION

This course is intended for candidates who wish to become familiar with current knowledge and research in the curriculum area which can be of value in developing curriculum and in evaluating existing or new educational programs. Participants will receive practical experience in curriculum design and evaluation.

(2) EDUCATIONAL ADMINISTRATION

This course deals with the application of the behavioural sciences to the role of the school administrator. Formal and informal characteristics of educational institutions, individual and institutional dilemmas, and relationships between curriculum and school organization will be emphasized.

(3) PLANNING FOR CHANGE

This course is designed to help administrators to understand current organizational and curricular innovations and to develop strategies for introducing change into their schools. Individual timetabling, nongraded programs, credit systems, independent study, and other innovations and their implications for schools will be considered.

(4) LEARNING PROBLEMS OF CHILDREN AND ADOLESCENTS

Emphasis will be placed on psychological and environmental aspects of the learning process. The course will include a review of various causes of learning problems as well as current practices of amelioration. Methods of application in the classroom and the total school will be examined in the light of their full implications for educational planning.

(5) ASSESSING TEACHING

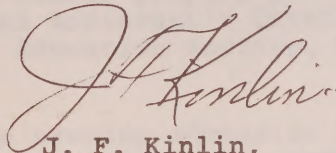
This course will focus on some aspects of the role of the principal as "principal teacher". A number of influential teaching models will be examined in order to identify and characterize the diverse components of the teaching enterprise. Participants will analyze selected types of teaching strategies and will develop criteria and procedures for assessing their success.

(6) RATIONAL DECISION MAKING AND EDUCATIONAL POLICY

This course will focus on some aspects of the principal's role as policy maker. Decision procedure will be examined with special reference to justification. Issues will be considered which are of particular concern to principals in this age of student unrest, such as, compulsory education, streaming, individual timetabling, sex education, and promotion policy.

Application to the Registrar, McArthur College of Education, should be accompanied by evidence that the requirements of the Principals' Course have been met. The courses are each six weeks in length, extending from July 5th to August 13th.

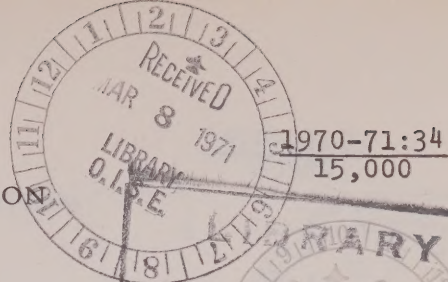
The fee for each course is \$75.00. The fee, which will be \$150.00 for the two courses, should not be paid until a letter of acceptance is received from the Registrar, McArthur College of Education.



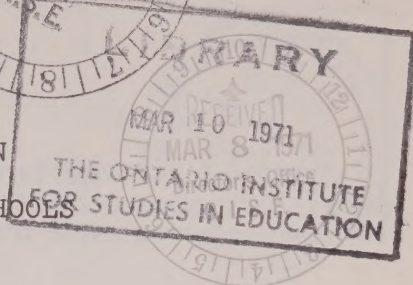
J. F. Kinlin,
Assistant Deputy Minister.

February 23, 1971.

ONTARIO DEPARTMENT OF EDUCATION



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS



RE: SUMMER PROGRAM FOR SECONDARY SCHOOL TEACHER TRAINING FOR
FRENCH-SPEAKING MATURE STUDENTS

Memorandum 1970-71:28 deals with the Initial Summer Session for English-Speaking Mature Students.

A parallel course preparing French-Speaking students for the Interim High School Assistant's Certificate, Type B, will be offered by The Teacher Education Section, Faculty of Education, University of Ottawa.

A candidate seeking admission to this course as a "mature student" shall, in addition to showing evidence of being engaged by a board to teach in a secondary school during the academic year 1971-72, meet the following conditions:

- (1) have an acceptable university degree, and
- (2) have reached his 26th birthday by September 1, 1971.

Applications and enquiries should be addressed to The Registrar, Teacher Education Section, Faculty of Education, University of Ottawa, Ottawa, Ontario.

A handwritten signature in dark ink, appearing to read "J. F. Kinlin".

J. F. Kinlin,
Assistant Deputy Minister.

February 26, 1971.

9713
am

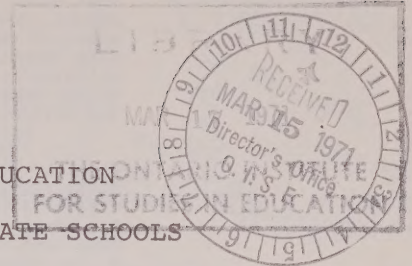


ONTARIO DEPARTMENT OF EDUCATION

1970-71:35

7,500

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS



RE: THE CARTER SCHOLARSHIPS 1971

A copy of the announcement of the conditions of award for the Carter Scholarships will be found on the reverse side of this memorandum.

Each principal of a school in the counties referred to in Section 6 is requested to forward to the Director of Education for the Board of Education in the county or municipality concerned, the names and Grade 13 final marks, June, 1971, of the four students who have obtained the highest aggregate marks as set forth in the conditions of award. The name of the fourth student is required for consideration in case one of the Scholarship winners for the county is unable to accept the award.

It will not be necessary for the principals to send lists of eligible candidates to the Department this year.

A handwritten signature in cursive script, reading "J. F. Kinlin".

J. F. Kinlin,
Assistant Deputy Minister.

March 4, 1971.

(over)

THE CARTER SCHOLARSHIPS

The Minister of Education desires to announce that under the Will of the late J. I. Carter, of Sarnia, provision has been made for continuing the award of three Scholarships in each of the twenty-five Counties named below on the basis of the principal's statement of Grade 13 marks submitted to the Department at the end of the school year. The following are the conditions governing the award.

1. (a) Not more than seven Grade 13 credits shall be considered in a candidate's aggregate. These shall include English (two credits) and two credits from Introduction to Analysis (Mathematics A), or Algebra (Mathematics B). Where marks have been assigned to both Mathematics A and Mathematics B, the higher mark will be counted twice. Not more than three credits will be counted for Mathematics. Standing obtained in any two-credit course will be counted twice. The candidate shall obtain at least seven credits in order to be considered for an award.
(b) Only the Grade 13 marks of the current year shall be considered.
(c) The candidate shall obtain Honours (60 per cent.) in at least two subjects.
(d) Marks obtained on failed papers and marks obtained at the summer schools shall not be considered.
(e) A mark obtained at a Conservatory of Music in lieu of standing in Grade 13 Music will not be counted.

2. The candidate, in the county in which he is a competitor, who obtains the highest aggregate shall be awarded the first Scholarship of \$100.00; the one who ranks second shall be awarded the second Scholarship of \$60.00; and the one who ranks third shall be awarded the third Scholarship of \$40.00.

3. These three Scholarships shall be open for competition in each of the Counties named below by all the pupils of all the secondary schools of the provincial system in that County, including those in cities and towns separated from the County but geographically within the limits of such County, except as otherwise hereinafter provided in the case of the County of York and the City of Toronto.

4. No candidate shall be eligible for any of these Scholarships, who has not attended one of the secondary schools of the provincial system in the Counties named below during the full school year 1970-71.

5. No candidate who has been awarded one of these Scholarships shall be eligible to compete for subsequent award of this Scholarship.

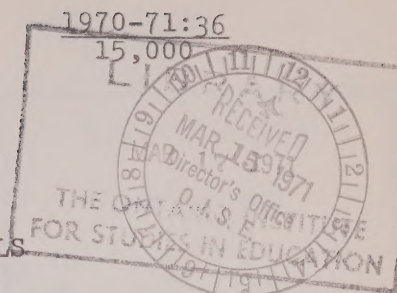
6. The Counties in which Scholarships are offered for competition are as follows: (1) Brant, (2) Bruce, (3) Elgin, (4) Essex, (5) Grey, (6) Haldimand, (7) Hastings, (8) Huron, (9) Kent, (10) Lambton, (11) Lanark, (12) Leeds and Grenville, (13) Middlesex, (14) Ontario, (15) Oxford, (16) Perth, (17) Renfrew, (18) Simcoe, (19) Waterloo, (20) the United Counties of Stormont, Dundas and Glengarry, (21) the former County of Welland, (22) Wellington, (23) Wentworth, (24) the County of York, exclusive of the City of Toronto, (25) the City of Toronto, which for this purpose shall be treated as a separate County.

NOTE:-1. It will not be necessary for the Principals to send lists of eligible candidates to the Department.

2. After the students' marks have been received the Scholarships provided for herein will be awarded by the Minister, the names of the winners will be made public, and the cheques for the amounts of the Scholarships will be sent to the winners in care of their Principals.

3. For information concerning these Scholarships or the result of the award, candidates should apply to their Principals.

ONTARIO DEPARTMENT OF EDUCATION



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

1. RECORDS IN SCHOOLS OF STUDENT REQUIREMENTS FOR SPECIAL MEDICATION AND TREATMENT
2. RESOURCE MATERIAL FOR SEX INFORMATION IN HEALTH EDUCATION COURSES

1. RECORDS IN SCHOOLS OF STUDENT REQUIREMENTS FOR SPECIAL MEDICATION AND TREATMENT

During the recent heavy snowstorms which isolated some schools for several days it was necessary for the local Emergency Measures Coordinator to arrange for the delivery of insulin to a school for a student suffering from diabetes.

This is merely one incident which stresses the importance of up-to-date school records containing facts related to student disabilities and required treatment. If some satisfactory arrangement has not already been made for all schools in a system with respect to school records of this kind, it is suggested that the question of a suitable type of record be discussed with local health authorities.

2. RESOURCE MATERIAL FOR SEX INFORMATION IN HEALTH EDUCATION COURSES

Many boards of education have approved the inclusion of sex information in their health education courses. Since some pamphlets and brochures have been printed and distributed by groups whose approach to sex education reflects the views of a particular segment of society, principals are advised to review carefully the printed information and other resource material which is to be used in this part of the curriculum. The value of such material in helping to achieve the stated aims of the course should be the main criterion for selection.

J. F. Kinlin,
Assistant Deputy Minister.

March 9, 1971.

1970-71:37
15,000

ONTARIO DEPARTMENT OF EDUCATION

LIBRARY

MAR 21 1971

THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: PROFESSIONAL DEVELOPMENT PROGRAM FOR CANADIAN TEACHERS,
ANNOUNCED BY THE EMBASSY OF FRANCE THROUGH THE FEDERAL
DEPARTMENT OF EXTERNAL AFFAIRS, OTTAWA.

The Cultural Attaché for the Embassy of France has announced that 50 Canadian teachers will be given the opportunity to enrol in a professional development program, one month in length, as part of the cultural exchange program with France.

The professional development sessions will be held in Lyon in July and in La Rochelle in August. The fifty teachers may be divided into two groups - one at Lyon with thirty participants, the other at La Rochelle with 20 participants. It is intended that each group will be accompanied by a leader who is well informed about the professional problems of Canadian teachers.

The applicant chosen to enrol in this program will be awarded a scholarship of 600 francs (approximately \$110.00) and free tuition. Travelling expenses will be the responsibility of the participants.

Copies of the form which should be completed by applicants are enclosed. Interested teachers should forward completed forms, no later than April 20, 1971, to the following address, and should write directly to this address below for further information:

The Cultural Attaché,
Embassy of France,
42 Sussex Drive,
Ottawa, Canada.

J. F. Kinlin

J. F. Kinlin,
Assistant Deputy Minister.

March 9, 1971.

MINISTERE DES AFFAIRES ETRANGERES

DIRECTION GENERALE DES RELATIONS CULTURELLES
SCIENTIFIQUES ET TECHNIQUES

Service de la Diffusion et des
Echanges Culturels

photographie, petit format

S/ Direction des Etablissements Français
à l'Etranger

3ème bureau
21 bis, rue La Pérouse KLE 52 00

P A Y S :

ANNEE:

STAGE DE PERFECTIONNEMENT POUR PROFESSEURS
ETRANGERS DE FRANCAIS

Lieu:..... Date:.....

NOM et Prénom (M., Mme, Mlle).....

Nationalité.....

Date et lieu de naissance.....

Adresse: Pays:
Localité:
Rue:

Dans quel genre d'établissement enseignez-vous? *

- Primaire (Grades 1 à 8)
- Secondaire (Grades 9 à 13).
- Supérieur

Depuis quand ?

Formation :

1. - Diplômes universitaires

Obtenus.....

.....

En préparation.....

.....

(over)

2. - Travaux personnels.....
.....
3. - Formation spécialisée.....
- Avez-vous déjà suivi des stages?.....
- Où?..... Quand?.....
- Nature de ces stages: *
 - pédagogie.
 - littérature
 - civilisation
 - méthodes nouvelles
- Séjour en France:
 - Où..... Date et durée?.....

Pour quelles raisons souhaitez-vous suivre un stage en France?

- améliorer votre connaissance de la langue
- mieux connaître la France contemporaine
- vous initier ou vous perfectionner dans les méthodes nouvelles d'enseignement du français

Veillez répondre en français en quelques lignes.

A.....le.....

(Signature)

* Rayer les mentions inutiles.

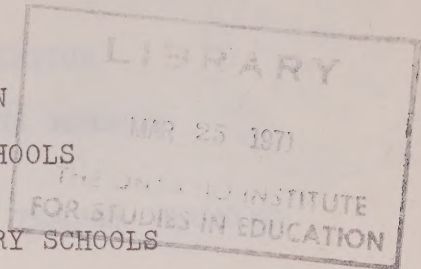
1970-71:38
15,000



ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUMMER EMPLOYMENT FOR STUDENTS IN SECONDARY SCHOOLS



For the third successive year the Department of Labour is undertaking a program of promotion aimed at generating job opportunities for secondary school students, particularly students in Grades 11, 12, and 13.

Principals will receive a letter from the Honourable Gordon R. Carton, Minister of Labour, outlining the program and, during the latter part of March, posters for bulletin boards, pamphlets dealing with employment standards for students and suggestions on how to look for a job, and a copy of a record which may be played over the P.A. system. This record stresses the need for students to start early when looking for a job.

Two samples of a kit will be mailed to secondary schools. This kit contains materials which could be used by students interested in developing a local employment agency. Additional kits will be available directly from the Department of Labour, if requested, but are meant to be handed out only to those students who are definitely interested in making use of them.

The co-operation of principals in acquainting students with information concerning the program and the materials mentioned above will be appreciated.

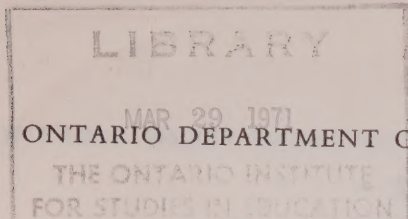
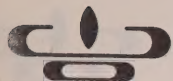
For additional kits and any further information write directly to:

Mr. D. C. McNeill,
Special Projects Officer,
Ontario Department of Labour,
74 Victoria Street,
Toronto 1, Ontario. (Tel. 365-1828)

J. F. Kinlin

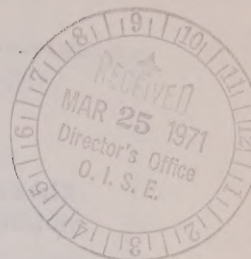
J. F. Kinlin,
Assistant Deputy Minister.

March 16, 1971.



1970-71:39

7,500



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUMMER PROGRAMS FOR SECONDARY SCHOOL TEACHER TRAINING
FOR MATURE STUDENTS

Reference is made to the following memoranda:

- (a) Memorandum 1970-71:27, dated 12th February, 1971;
- (b) Memorandum 1970-71:28, dated 12th February, 1971;
- (c) Memorandum 1970-71:34, dated 26th February, 1971.

713
u

The intent in offering the Courses referred to above was to ensure that in September, 1971, the schools would be staffed with persons with some professional background in the area of their academic qualification. In this way it was hoped that the number of Letters of Permission in 1971-72 would be substantially reduced from the 1600 or more issued for 1970-71. It was anticipated that school boards would make every possible effort to secure teachers, including those who will successfully complete the year at the Colleges of Education in the spring of 1971, to fill any vacancies that might exist. Where it was considered that qualified applicants would not be available for a position, a board might then offer a contract to a person who could meet the admission requirements and procedures for the Courses referred to above. In making this determination it is recognized that there are time factors involved which must be taken into account but it is also considered that time should be provided for teachers, including those who will successfully complete the year at the Colleges of Education in the spring of 1971, to be aware of vacancies that may exist.

While no specific numbered memorandum regarding the Initial Summer Courses at the College of Education, University of Toronto, in the areas of Vocational, Occupational, and Vocational-Commercial Courses was issued, the intent in

(over)

these areas is the same as for the Courses referred to in the numbered memoranda listed above.

The co-operation of boards in this matter will be appreciated.

L. M. Johnston
for J. F. Kinlin
Assistant Deputy Minister.

March 23, 1971.

1970-71:40

14,000

ONTARIO DEPARTMENT OF EDUCATION

LIBRARY

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
PRINCIPALS OF SCHOOLS

APR 30 1971

RE: CAMPING AND OUTDOOR EDUCATION PROGRAM FOR SECONDARY SCHOOL
STUDENTS: AUGUST 14th to 25th, 1971

THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

A program for secondary school students for the learning of camping skills is offered at the Ontario Camp Leadership Centre at Bark Lake. Applications from students who are 15 or 16 years of age, who have completed at least Grade 10, and are able to swim 100 yards competently will be considered.

This program is a skill-training experience and is especially recommended for students without camping skills who will be assisting in outdoor education or "outers" programs in their schools. It is co-educational. Schools may select one girl and one boy. A total enrolment of 144 (72 girls and 72 boys) will be accepted in the order in which applications are received.

Instruction, meals and accommodation at the Centre are provided by the Department of Education without cost. School boards sending representatives to the camp may be reimbursed for railroad and bus transportation costs in excess of \$25.00 per representative. This payment will be made by the Department of Education to the school boards concerned upon submission of an official invoice.

Applications, included with this memorandum, should be completed and returned immediately to:

Youth and Recreation Branch,
Department of Education,
559 Jarvis Street,
Toronto 285, Ontario.

Additional information about the program may be obtained by writing to the above address.

L M Johnston

L. M. Johnston,
Assistant Deputy Minister.

13
M
April 7, 1971.

APPLICATION FOR SKILL IMPROVEMENT COURSE

ONTARIO CAMP LEADERSHIP CENTRE (BARK LAKE) AUGUST 14-25, 1971

PLEASE PRINT OR TYPE

Name surname given names Date of Birth D . M . Y
 Address Telephone
 School Grade in 1970/71
 Address Telephone

A. To the Principal

Please indicate with an 'X' whether or not this student has attended the Ontario Athletic Leadership Camp, Longford Mills and/or participated in the Young Voyageur Program.

☐

Yes

☐

No

I recommend this student and expect him/her to assist in outdoor education and/or "outers programs".

_____ date

_____ principal's signature

B. To the Teacher

Instruction in the following subjects will be offered. Discuss this with your student and select those subjects which will be beneficial to the school.

Orienteering

Camp Craft

Canoeing

Games

Out-tripping

Swimming

Special Events

Crafts

Campfire Programs

Sing Songs

Waterfront Safety

Nature

C. To the Student

1. I would like to receive instruction in the following subjects selected, in order of preference, from the list above:

1 3 5

2 4 6

2. I hold the following swimming awards:

Red Cross Society

Royal Life Saving Society

Others

_____ date

_____ student's signature

D. To the Parent or Guardian

This applicant is in good health and has no medical history to prevent him/her from participating fully in the program. My signature below indicates approval of this application.

_____ date

_____ signature

Return this form to Camping Skill course, Youth and Recreation Branch, 559 Jarvis St. Toronto 285, Ont.

APPLICATION FOR SKILL IMPROVEMENT COURSE

ONTARIO CAMP LEADERSHIP CENTRE (BARK LAKE) AUGUST 14-25, 1971

PLEASE PRINT OR TYPE

Name	surname	given names	Date of Birth	D * M * Y
Address			Telephone	
School			Grade in 1970/71	
Address			Telephone	

A. To the Principal

Please indicate with an 'X' whether or not this student has attended the Ontario Athletic Leadership Camp, Longford Mills and/or participated in the Young Voyageur Program.	☐ Yes ☐ No
I recommend this student and expect him/her to assist in outdoor education and/or "outers programs".	
_____ date	_____ principal's signature

B. To the Teacher

Instruction in the following subjects will be offered. Discuss this with your student and select those subjects which will be beneficial to the school.			
Orienteering	Camp Craft	Canoeing	Games
Out-tripping	Swimming	Special Events	Crafts
Campfire Programs	Sing Songs	Waterfront Safety	Nature

C. To the Student

1. I would like to receive instruction in the following subjects selected, in order of preference, from the list above:		
1	3	5
2	4	6
2. I hold the following swimming awards:		
Red Cross Society		
Royal Life Saving Society		
Others		
_____ date	_____ student's signature	

D. To the Parent or Guardian

This applicant is in good health and has no medical history to prevent him/her from participating fully in the program. My signature below indicates approval of this application.	
_____ date	_____ signature

Return this form to Camping Skill course, Youth and Recreation Branch, 559 Jarvis St. Toronto 285, Ont.

1970-71:41
15,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. Diplomas for Schools Organized on Part A of Circular H.S.1
2. Diplomas for Schools Organized on Part B of Circular H.S.1
3. Grade 13 Credits Required in 1971 for the Secondary School Honour Graduation Diploma
4. Procedures for Issuing Diplomas and Certificates
5. Transcripts of Achievement and Statements of Standing

1. Diplomas for Schools Organized on Part A of Circular H.S.1

If a student has completed the requirements set out in Part A of Circular H.S.1, the principal may issue, as for 1969-70, a Secondary School Graduation Diploma that does not contain the Branch or Program designation.

2. Diplomas for Schools Organized on Part B of Circular H.S.1

If a student has completed the requirements set out in Part B of Circular H.S.1 for a particular Program and Branch, the principal may issue, as in previous years, a Secondary School Graduation Diploma indicating the appropriate Branch and Program designation.

3. Grade 13 Credits Required in 1971 for the Secondary School Honour Graduation Diploma

A Secondary School Honour Graduation Diploma will be granted at the end of the school year, on the recommendation of the principal of the secondary school at which the candidate has attended the day or evening classes of Grade 13, to a candidate who has obtained standing in at least seven Grade 13 credits. Principals are reminded that the provisions outlined on pages 46 and 47 of Circular H.S.1 for 1970-71 will govern all Grade 13 diploma recommendations in June 1971.

(over)

0.9713

59 M

4. Procedures for Issuing Diplomas and Certificates

(1) For Secondary Schools

The following materials will be forwarded by the Department in June for the use of principals of secondary schools:

(a) Blank Diplomas, Certificates of Training and Certificates of Standing printed in English or French. The type and number to be sent will be based on information given on the earlier questionnaire already returned to the Department by principals. These diplomas and certificates, printed in English or French, will be completed in the schools and issued to qualified students on the recommendation of the principal.

(b) Forms on which principals will list the names of students to whom Secondary School Graduation Diplomas, Certificates of Training and Certificates of Standing have been issued and, as in previous years, the final statement of achievement of Grade 12 students.

(c) Forms on which principals will list the names of students who have qualified for the Secondary School Honour Graduation Diploma, the names of students recommended for an Ontario Scholarship, and the final Grade 13 marks in percentage form for all students taking Grade 13 work in 1970-71. The latest date for submission of this information is July 5, 1971.

(ii) For Inspected Private Schools

Principals will be asked to forward, on forms provided by the Department, Grade 12 and Grade 13 final statements of achievement (in the form of percentage marks for the latter) and lists of students who have been recommended for the Secondary School Honour Graduation Diploma and the Secondary School Graduation Diploma. Diplomas for these students will be completed at the Department and will be sent to principals during July.

5. Transcripts of Achievement and Statements of Standing

The following information should be given on each document issued:

1. Name of student.
2. Program and Branch if applicable.
3. Grade or some other indication of level attained.
4. Specialized subject field for vocational and occupational studies.
5. Subjects studied and success obtained, including a statement of success in the work of Physical and Health Education. The Statement of Achievement should be in the form of percentage marks for Grade 13 students.
6. The date of leaving school if this was at any time other than the end of the school year.
7. Statement of promotion, where applicable.
8. A reminder to the student that the document issued is official and should be safeguarded against loss.
9. The date of issue of the transcript.
10. Signature of Principal.

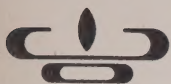
Transcripts of Achievement and Statements of Standing shall be issued on official school letterhead. All spaces opposite subjects not studied shall be filled with lines, or other indications that marks or other statements of achievement have not been assigned, and the document shall be signed by the Principal.

Every effort should be made to ensure that these valuable documents are tamperproof and constructed in a manner that will ensure their ready acceptance by admission officers and personnel officials throughout the world.



J. F. Kinlin,
Assistant Deputy Minister.

April 13, 1971.



ONTARIO DEPARTMENT OF EDUCATION

1970-71:42
15,000

LIBRARY

APR 29 1971

THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: COURSE FOR TEACHERS: SKILLS IN CAMPING AND OUTDOOR
EDUCATION - AUGUST 26 - SEPTEMBER 3, 1971

This program, designed to give teachers of elementary or secondary schools practical sessions in skills of the out-of-doors, is being offered again at the Ontario Camp Leadership Centre. It will include basic instruction in canoeing, camp craft, out-tripping (including planning, packing, tenting, cooking), orienteering, nature-lore, crafts, back-packing and hiking. Sessions will include interest groups, programming for class activities, special events and campfires. An overnight trip under canvas will be offered.

This course is open to teachers who wish to acquire skills related to taking the classroom out of doors. It is not a certificate course.

The registration fee is \$20.00. All course participants will be expected to live in residence. Accommodation and all meals including snacks will be provided at the campsite at an additional charge of \$25.00. The camp is located east of Kinmount, Ontario, off highway No. 503.

Since the enrolment for this program is limited to 80, advance registration will be required. An application form, included with this memorandum, should be completed and returned immediately, accompanied by the registration fee, to the address shown on the form.

For further details about the program, interested teachers may write to: Miss D. Walter, Youth and Recreation Branch, Ontario Department of Education, 559 Jarvis Street, Toronto 285, Ontario.

J. F. Kinlin

J. F. Kinlin,
Assistant Deputy Minister.

9713
9/11
April 19, 1971.

TEACHER'S
APPLICATION

ONTARIO CAMP LEADERSHIP CENTRE (BARK LAKE)
APPLICATION FOR SKILL IMPROVEMENT COURSE - 1971
August 26 - September 3

Please Print

1. NAME _____ Soc. Ins. No. _____
 surname given names
2. ADDRESS _____ TELEPHONE _____
 number, street & town or city
3. NAME OF SCHOOL (in full) _____
4. ADDRESS (in full) _____
5. Number of years teaching experience (as of June 1971) _____
6. Give particular reasons for interest in this course

7. Subject areas in which I wish instruction. Please check.

- | | |
|------------------|-------------------------|
| 1. canoeing | 6. back-packing |
| 2. orienteering | 7. natural crafts |
| 3. out-tripping | 8. rainy day programs |
| 4. campcraft | 9. swimming instruction |
| 5. nature hiking | 10. others _____ |

8. I am able to swim. Yes _____ No _____

Signature _____

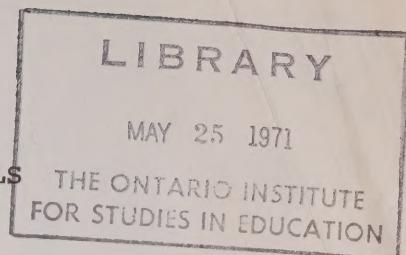
THIS FORM, ACCOMPANIED BY REGISTRATION FEE (\$20.00)
is to be returned to:

Camping Skill Course
Youth and Recreation Branch
Ontario Department of Education
559 Jarvis Street
Toronto 285, Ontario

MAKE CHEQUE PAYABLE TO: Ontario Camp Leadership Centre

1970-71: 43
15,000

ONTARIO DEPARTMENT OF EDUCATION



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ONTARIO GRADE 13 STUDENT REGISTRATION, 1971-72.

So that a student's results in Grade 13, S.A.C.U. test scores, university application, Ontario Student Award grants and loans, may again be dealt with expeditiously and accurately, a single uniform registration of all students who intend to receive instruction in one or more Grade 13 subjects in 1971-72 will take place in September, 1971. At that time the Registrar, Department of Education, will send to the schools the Grade 13 registration forms upon which each student concerned may record his Social Insurance Number together with other information relating to S.A.C.U., the Ontario Student Aid Program, etc.

It will be helpful, for identification purposes, if each of these students has a Social Insurance Number at the time of registration. The co-operation of the students is requested. However, it should be understood that no compulsion is involved and a registration form without a Social Insurance Number will be accepted next September from any student who objects to obtaining a Number.

To facilitate the acquisition of these Numbers, arrangements have been made with officials of the Unemployment Insurance Commission to mail to each secondary school and inspected private school a supply of application cards for Social Insurance Numbers. It is expected that these cards will reach school principals early in May. When the application cards are received, principals and guidance officials are requested to distribute them as soon as possible to all Grade 11 and Grade 12 students who intend to take one or more Grade 13 subjects in the school year 1971-72. Only those students who do not have Social Insurance Numbers should be asked to complete application cards.

School officials are asked to forward completed application forms in bulk for processing to Mr. L. Ledoux, Chief, Central Index, Vanier Towers, 355 River Road, Vanier City, Ontario.

All requests for additional supplies of application cards and enquiries concerning Social Insurance Number procedure should be directed to Mr. L. Ledoux.

A handwritten signature in dark ink, appearing to read "J. F. Kinlin".

J. F. Kinlin,
Assistant Deputy Minister.

April 26, 1971

Please read this brochure carefully before
completing a student awards application form.

ONTARIO STUDENT AWARDS PROGRAM 1971 / 72



The Ontario Student Awards Program is intended to assist students of this province who lack adequate family financial resources to pursue post-secondary education. The following qualifications apply:

- The Awards Program is intended to supplement rather than replace family and/or student resources.
- In order to determine the additional funds required, the province assesses objectively the resources of the family and/or the student which could reasonably be used to provide for the student's educational costs.
- The basis of the assessment of family and/or student resources has been developed by the Federal Government in co-operation with the participating provinces, for the administration of the Canada Student Loans Plan.
- Since the Ontario Student Awards Program is integrated with the Canada Student Loans Plan, and families are expected to contribute in proportion to their resources (Sections E and F), neither students nor their parents can transfer their financial responsibility to the province on the basis of arbitrary decisions on their part.
- Apart from summer savings (Sections E and F), the terms of the awards program apply equally to male and female applicants.

Definitions

Section A

Group A — all applicants are classified as Group A except those who qualify as Group B under one of the criteria stated below.

Group B — an applicant is classified in Group B if he meets one of the following criteria:

- (a) The applicant has been married prior to the first day of the month of registration for the academic year for which he is requesting assistance.
- (b) He is 25 years of age or over prior to the first day of the month of registration for the academic year for which he is requesting financial assistance.
- (c) He was assessed as Group B prior to April 1, 1971.
(See Section I for applicability to trimester and co-operative programs.)

DEPARTMENT OF UNIVERSITY AFFAIRS

Academic program — any eligible full-time post-secondary program of at least 26 weeks' duration enabling a student to qualify over a period of one or more academic years for a degree, certificate or diploma. If a student transfers from one institution to another or from one faculty to another (for example, from arts to science or engineering without completing a degree or a diploma program) he is not considered to be enrolled in a new program for purposes of student awards.

Loan — that portion of the total award which is obtained from a chartered bank or other approved lending institution under the terms of The Canada Student Loans Act. (See Section C for details).

Grant — that portion of the total award which is provided by the Province of Ontario under the terms of the Ontario Student Awards Program and is normally non-repayable. (See Section C for details.)

Am I eligible to apply for assistance?

Section B

- (a) **You may apply under the Ontario Student Awards Program** if you will be enrolled in a full-time eligible program of study, other than theology (see **b** below), of at least 26 weeks duration, at one of the specified post-secondary institutions listed at the end of this brochure, and if you are:
- a Canadian citizen in Group A, or a landed immigrant in Group A having resided in Canada for at least 12 consecutive months, and your parents, guardians or sponsors are, or have become, permanent residents of Ontario; or
 - a Canadian citizen in Group B or a landed immigrant in Group B and fulfil the necessary residence requirements: you must have lived in Ontario for at least 12 consecutive months immediately prior to the first day of the month of registration in the academic program for which you are requesting financial assistance. Also you must have been an Ontario resident for the twelve consecutive months immediately preceding your application for assistance.
- (b) **You may be eligible for loan assistance only, under the Canada Student Loans Plan**, if you are planning to attend an eligible post-secondary institution outside Canada; if you are a full-time student in certain eligible courses in post-secondary institutions not listed in this brochure; if you are a landed immigrant having twelve months' residence in Canada but not in Ontario; or if you are a Group A landed immigrant who fulfils the residence requirements specified above but whose parents or guardians are not resident in Canada.
- (c) Students receiving support under the Regular Officer Training Plan, the Medical Officer Training Plan, the Dental Officer Training Plan or the undergraduate medical/dental bursary plan of the Ontario Department of Health are not eligible for assistance under the Ontario Student Awards Program.
- (d) **Group A students from other provinces** whose parents have not become permanent residents of Ontario should apply to the student aid administration of the province where their parents are normally resident. (For addresses, see the Canada Student Loans brochure available from the Department of University Affairs or from a local bank.) Students from other provinces cannot be classified in Group B under the Ontario

plan unless they have fulfilled the prior residence requirements described above under (a).

- (e) **Students attending a post-secondary institution in Ontario on a student's visa or a visitor's visa** are not eligible to apply for assistance either under the Ontario Student Awards Program or the Canada Student Loans Plan.

Basis of assistance

When you apply for assistance, you and your parents, guardians or sponsors are asked to provide information about financial resources so that an objective assessment can be made of your need. The post-secondary institution you wish to attend will determine what your **educational costs (Section D)** should be for the academic year. The Student Awards Program provides the difference, if any, between those costs and the assessed resources of you and your family (**Sections E and F**). Neither students nor their parents can be regarded as free of their primary financial obligations as a result of arbitrary decisions on their part.

Once your need has been assessed, any award is apportioned as follows:

- the first \$600 is loan
- the balance, if any, beyond \$600 is grant.

Repayment of loans

Loans under the plan are interest-free until six months after graduation or discontinuance of study. At that time you are obliged to begin repaying the total amount you have borrowed, together with interest. You should discuss the method and rate of repayment with the lending institution from which you obtained the loan. For details, consult the reverse side of the loan documents which are issued to you.

To continue interest-free status

If you received a loan in one year and do not apply for or receive a loan in the second or subsequent year of a continuing academic program, you are obliged when you enrol to inform the bank if you wish to continue your interest-free status until six months after graduation. Forms to apply for such status are available from the bank.

Eligibility for grant portion

The grant portion of an award is non-repayable, **provided you continue your full-time academic program and do not become a part-time student or transfer to an ineligible study program before completing the academic year for which you have received assistance.** (See **Section J** for assessment of scholarships and other awards).

What costs are considered in my assessment?

Only the following direct educational costs are considered:

- **Tuition and other compulsory fees** payable to the institution, which will vary according to the course, year and institution you will be entering.
- **An allowance for essential books** and prescribed equipment.
- **Residence fees as charged by the institution or an average figure for board and lodging**, to an agreed total, in the local area, as specified by the institution concerned. If your home is in the same community and within

Section C

Section D

one hour's travel time from your college or university, the standard weekly assessment for board and lodging is \$15 whether or not you live at home. Vacation periods are excluded from the weekly assessment for board and lodging.

- The cost of one return trip home a year** by the most economical means of transportation, provided you are a Group A student attending an institution not in your home town. Both Group A and Group B students attending institutions outside Ontario are allowed this cost.
- An assessed cost of local transportation** which varies with the distance from your lodging to the campus.
- The cost of medical insurance premiums** at OHSC rates and OHSIP rates where applicable, provided you are married or over 21 years of age and this cost is not subsidized by OHSIP.
- A miscellaneous cost of \$8 a week** for each week of the academic year, excluding vacation periods.

**What are my resources
if I am in Group A?**

Section E

Your parents, guardians or sponsors are expected to contribute towards the educational costs listed in Section D, if they are assessed as being in a position to do so. They cannot arbitrarily transfer this parental obligation to the province. The assessment is based on your parents' income (both parents' income, if both are employed) after deductions for personal income tax paid, plus the standard deductions under Canada Student Loans Plan regulations for household maintenance (\$1,800), medical and hospital insurance premiums, dependent children, and support of elderly or infirm dependants residing in Canada. Other allowable deductions include **uninsurable** medical, dental and drug expenses. Documented and certified business expenses are deductible, where applicable. Self-employed parents must complete a supplementary application form. All applications are subject to verification and audit (See **Section K**).

If, prior to the first day of the month of registration for the academic year for which he is requesting financial assistance, the applicant has completed four successful years at a post-secondary institution which is eligible under the Canada Student Loans Plan or four consecutive twelve-month periods in the full-time work force, or has a combination of successful academic years and periods of twelve consecutive months' employment totalling four years, he will be assessed as a Group A student with an additional sum of \$6,000 added to the basic \$1,800 parental family maintenance allowance, thus permitting deductions from parental gross income of \$7,800.

You are expected to make a contribution towards your educational costs from your summer earnings. Standard amounts are assessed for work-term savings, according to program and year. After the first year, this assessment is higher for male students than for female applicants. For example, a student contribution of \$300 is applied to newly admitted male and female students proceeding from high school to the fall term in a post-secondary institution. For a second year arts or science student, the work-term assessment is \$500 for females, \$600 for males. For a male student entering fourth year engineering, the standard assessment is \$800. Varia-

tions from these examples apply in other academic programs. **Special provision is made for students in trimester and co-operative programs (Section I).**

If you are entering an institution from employment or are returning to an academic program after more than five months of employment, you are expected to have saved 25% of your gross income from the 8-month period or portion thereof immediately preceding your enrolment, or the prescribed summer savings, whichever is greater.

If you own or are the principal driver of a car or other motorized vehicle, it may be assessed as part of your resources.

Taxable awards, or income from other government sources will be assessed as part of your resources. (For declaration of non-taxable scholastic awards, see **Section J**).

What are my resources if I am in Group B?

Section F

SINGLE STUDENTS

If you have been a full-time student in the previous academic year, you are expected to have the normal summer savings described in **Section E** for Group A students.

If you are entering an institution from employment, or are returning to an academic program after more than five months of employment, you are expected to have saved 25% of your gross income from the 8-month period or portion thereof immediately preceding your enrolment, or the prescribed summer savings, whichever is greater.

If you own or are the principal driver of a car or other motorized vehicle, it may be assessed as part of your resources.

Taxable awards (including assistantships) or income from other government sources will be assessed as part of your resources. (For declaration of non-taxable scholastic awards, see **Section J**.)

MARRIED STUDENTS

If you are married, without children, and both you and your spouse are attending an eligible post-secondary institution, each of you will be assessed as a single Group B student.

If you are married and have children, or if your spouse is employed, and you will begin your academic year in September, the income of both you and your spouse is recorded for the twelve-month period (May 1 to April 30 inclusive) concurrent with the academic year. A comparable period will be taken into consideration if you are on a trimester or co-operative system.

If you or your spouse own or are the principal driver of a car, or other motorized vehicle, it may be assessed as part of your resources.

Allowable deductions from your combined gross incomes include: income tax paid; uninsurable medical, dental and drug costs; and a standard family maintenance deduction.

The amount of your income (including assistantships) in excess of allowances is then applied against your allowable educational costs as listed in Section D. **Please note that the assistance provided is for your actual educational costs and not for the maintenance of family or dependants.**

Where and when do I apply?

Section G

If you plan to attend an eligible post-secondary institution in Ontario (see list at end of this brochure) you should obtain your awards application from the Student Awards Officer of that institution and should submit the completed forms directly to his office. If feasible, it is advisable for you to bring your application to the Student Awards Office personally so that it can be checked for completeness and accuracy. If you find that you will be attending an institution other than the one to which you first applied, you must submit a new student awards application to the university or college you will actually be attending and you should inform the previous Student Awards Officer accordingly.

If you plan to attend a post-secondary institution outside Ontario, you should request an application from the Student Awards Branch, Department of University Affairs, Parliament Buildings, Queen's Park, Toronto, Ontario. Your completed application should be returned to the same address, together with the Certificate of Confirmation (green sheet).

Full instructions for completing the applications are included with each form. To avoid delays in processing your application, you should ensure that your application forms are completed accurately. **Your application cannot be processed without your Social Insurance Number.** If you do not have your number, you may apply for one through any Unemployment Insurance Commission office or Post Office in Canada.

You can apply as soon as the 1971-72 applications are available, provided you have already made a decision about the post-secondary institution which you propose to attend. If you are to receive assistance for the full academic year, you must submit your application **before September 30**. If you wish to have your application processed by the time of fall registration, you should ensure that the application forms, correctly completed, are in the hands of the Student Awards Officer **before July 15**. Any applications except those from students enrolled in trimester or co-operative programs (**Section I**) submitted between October 1 and January 31, will be assessed during the winter term and the award will be based on half the assessed need for the full academic year. Applications from those who qualify for Canada Student Loans only or applications arising from a serious and unforeseeable change in family circumstances will be considered at any time.

How and when will my award be made available to me?

Section H

When your application has been processed, you will receive by mail a **Student Award Statement** notifying you of the total amount of your award and the loan which you may obtain upon enrolment.

The award will normally be provided in two instalments **except** for applicants who qualify for loan only. If you apply early, your **Certificate of Eligibility**, which is the negotiable document for the loan portion of the award, should be available at the time of registration in the first term. This certificate must be signed by an authorized official of your college or university, when you enrol, before it can be taken to the bank and the loan negotiated.

You must complete a **Request for Grant Portion of Award** after you have negotiated your Certificate of Eligibility. If you are entitled to a grant, the grant cheque will be forwarded to the institution to be issued to you **after you have enrolled for the second term**. If the grant portion is \$800 or more, you may receive a part of your grant in the first term, provided you have submitted your Request for Grant Portion of Award promptly.

If your student status changes

If, after receiving your grant cheque, you should withdraw from the institution or become a part-time student, you are obliged to repay the prorated unused amount of the grant portion of your award immediately. Fees returnable from the institution will be used to offset indebtedness.

Students in trimester and co-operative programs

Section I

For students enrolled in trimester programs, as at the University of Guelph, or in a co-operative work-study program, as at the University of Waterloo, or in full-time three-semester graduate programs, the following variations apply:

- (a) **Deadlines:** To be eligible for assistance in any academic semester not covered by a regular student award for the fall and winter terms, a full-time trimester or co-operative student must submit his application no later than the end of the month of registration for that semester. Similarly, for married students to be classified as Group B, they must have been married prior to the first day of the month of registration for the fall and winter terms, or if applying for third semester assistance, prior to the first day of the month of registration for the third semester.
- (b) **Assessment:** The resources and educational costs of trimester students are assessed on the same basis as described in Sections D, E and F, except that provision is made in the assessment for variations in earning periods and consecutive semesters. The savings expected of students in co-operative programs will vary according to the work-time involved and the student's program and year. Graduate students enrolled full-time for three semesters are assessed on the same basis as undergraduate trimester students in Group A or Group B, but other sources of income such as fellowships and assistantships are, of course, taken into account.

How are scholarships assessed?

Section J

If you receive scholarships, bursaries or non-taxable fellowships from other sources, they must be declared on the **Request for Grant Portion of Award** form after the beginning of the academic year. Except for those who qualify for Canada Student Loan only, such scholastic awards are not taken into account at the time of your original application, but under the terms of the Ontario Student Awards Program, the amount of such scholarships **in excess of \$150** must be deducted from the grant portion of your award. Applicants are obliged to inform their Student Awards Officer of any additional income, other than part-time earnings, received in the course of the academic year after the Request for Grant Portion forms have been submitted. **(Teaching and research assistantships are assessed as resources and not as part-time earnings).**

Audit and verification**Section K**

Applicants should be aware that the student awards application is similar to an income tax return and a false statement made by the applicant or his parent can be an offence under the Canada Student Loans Act, leading to a fine of up to \$1,000 and obligatory immediate repayment of all monies received.

All applications are now subject to computer and/or manual audit procedures, including verification of student and parental income. The supplementary application forms provided for students whose parents are self-employed (farm, business, professional, real estate or insurance) receive special attention from departmental assessors because of the need for rigorous guidelines for determining net income in these areas.

How can I have my case reviewed?**Section L**

Significant changes in costs and resources may be considered in cases where you or your family have encountered serious and unforeseen changes in circumstances. If you are attending an institution in Ontario, you may appeal for review of your case to the Student Awards Officer of the institution concerned. If you are attending an institution outside Ontario, you may write to the Director of Student Awards of the Ontario Department of University Affairs. A full investigation of your case can then be made and if additional aid is justified, a supplementary award may be authorized. Should you appeal for a review on the basis of not having obtained a summer job, you must present clear evidence that you applied for work and were unsuccessful.

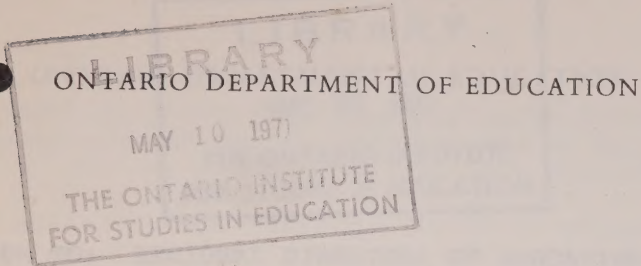
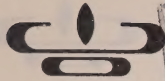
How can I obtain further information?**Section M**

Further detailed information or clarification of certain aspects of the Ontario Student Awards Program may be obtained from the Student Awards Officer of any eligible post-secondary educational institution in Ontario or by writing to or telephoning:

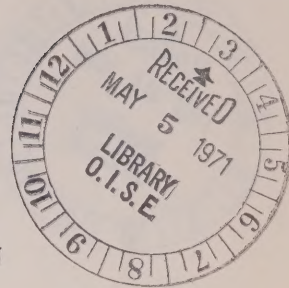
Student Awards Branch (365-5241)
Department of University Affairs
Parliament Buildings
Queen's Park
Toronto, Ontario

What institutions are eligible?**Section N**

- All Canadian universities and their affiliates
- Canadian Armed Forces colleges
- Ontario College of Art
- Ontario teachers' colleges
- Ryerson Polytechnical Institute
- Ontario colleges of applied arts and technology
- Ontario colleges of agricultural technology
- Ontario nursing schools
- Ontario Bar Admission Course



1970-71:44
15,000



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: TEACHERS OF TRAINABLE RETARDED CHILDREN

All teachers of trainable retarded children qualified to teach under Section 9, of Ontario Regulation 346/68 - Schools for Trainable Retarded Children, will be eligible for clear admission to summer courses sponsored by the Department of Education and winter courses conducted by school boards effective July 1, 1971.

Successful candidates will be granted the appropriate certificate.

It should be stressed that teachers of trainable retarded children qualified under subsection 2 of Section 9 of the Regulation 346/68 are fully qualified for teaching positions in schools and classrooms for trainable retarded children in Ontario.

A handwritten signature in cursive script, reading "J. F. Kinlin".

J. F. Kinlin,
Assistant Deputy Minister.

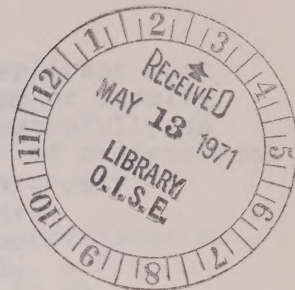
9-713
4
April 29, 1971.



LIBRARY
ONTARIO DEPARTMENT OF EDUCATION
MAY 25 1971

THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

1970-71:45
15,000



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ADMISSION IN SEPTEMBER, 1972, TO PROGRAMS LEADING TO ELEMENTARY
SCHOOL TEACHER CERTIFICATION

I TEACHERS' COLLEGES

1. English-speaking

(a) One-year Program

In September, 1972, an applicant for admission to a program leading to elementary school teacher certification in Ontario at a teachers' college operated by the Department of Education will be required to submit evidence of successful completion of one of the following:

- (i) one year beyond Grade 13 in an academic degree program at an accredited university (a minimum of five full-credit university courses);
- (ii) the requirements for a Secondary School Honour Graduation Diploma, plus successful completion of a two-year program at a college of applied arts and technology or Ryerson Polytechnical Institute;
- (iii) the diploma program (A.O.C.A.) at the Ontario College of Art.

NOTE:

- 9-713
M
- 1. In September, 1972, an applicant who holds the requirements for a Secondary School Honour Graduation Diploma and has completed successfully the two-year program (teachers' college option) in Home Economics at the Ryerson Polytechnical Institute or the Centennial College of Applied Arts and Technology may enrol in the Intermediate Home Economics option offered only at the Toronto

(over)

Teachers' College, but such applicants will not be admitted to a teachers' college in subsequent years.

2. In September, 1973, an applicant for admission to the One-year Program offered at the teachers' colleges will be required to submit evidence of successful completion of a degree in arts or science from an Ontario university or a university degree deemed equivalent.

(b) Primary School Specialist Certificate Program

In September, 1972, the requirement for admission to the Primary School Specialist Certificate Program offered at the Hamilton, Ottawa and Toronto Teachers' Colleges will be one of the following:

- (i) one year beyond Grade 13 in an academic degree program at an accredited university (a minimum of five full-credit university courses) and an Interim or Permanent Elementary School Teacher's Certificate, or an equivalent Letter of Standing;
- (ii) a degree in arts or science from an Ontario university or a university degree deemed equivalent.

2. French-speaking

In September, 1972, an applicant for admission to the Sudbury Teachers' College in a program leading to teacher certification for the bilingual elementary schools of Ontario will be required to hold the requirements for a Secondary School Honour Graduation Diploma including credits in English and français and an overall average of at least sixty per cent, or equivalent standing.

II COLLEGES OR FACULTIES OF EDUCATION

1. To be eligible for elementary school teacher certification in Ontario in 1973, an English-speaking applicant wishing to pursue a program in teacher education offered by a college or a faculty of education of a university must meet the admission requirements of that institution and have completed successfully one year beyond Grade 13 in an academic degree program (a minimum of five full-credit courses), in addition to a year of professional training whether taken consecutively or concurrently; to be eligible for elementary school teacher

certification in 1974, an English-speaking applicant must meet the admission requirements of the college or faculty of education concerned and have completed successfully an arts or science degree, in addition to a year of professional training whether taken consecutively or concurrently.

2. To be eligible for elementary school teacher certification valid in a bilingual school in September, 1973, a French-speaking applicant must have completed Grade 13 or an approved equivalent program, meet the admission requirements of the university concerned, and complete successfully a one-year program in teacher education.
3. An applicant who wishes to enrol at a university offering a program in professional education for prospective elementary school teachers should write to the Dean of the college or faculty concerned for information regarding admission requirements, programs, etc.
4. As of this date, the names and addresses of the colleges and faculties of education are as follows:

Faculty of Education
Lakehead University
Oliver Road
Thunder Bay

Formation des Enseignants
Faculté d'Education
Université d'Ottawa
1245 Avenue Kilborn
Ottawa
K1N 6N5

Faculty of Education
University of Windsor
600 Third Concession Road
Windsor

III ADDITIONAL ENTRANCE REQUIREMENTS

In addition to the academic standing noted above, a person enrolling at a teachers' college in a program leading to teacher certification in Ontario is required to submit a birth certificate, proof of Canadian citizenship or landed immigrant status, evidence of freedom from active tuberculosis, and, in the case of a married woman, her marriage certificate.

(over)

Students enrolled in a program of elementary school teacher education at a university will be required to produce these additional documents before being granted a teacher's certificate.

IV LOCATION OF TEACHERS' COLLEGES

Ontario is served by teachers' colleges located in Hamilton, London, New Toronto (Lakeshore), North Bay, Ottawa, Peterborough, Stratford, and Toronto.

In addition, the Sudbury Teachers' College provides for the education of bilingual teachers for bilingual classes in the elementary schools.

An applicant is assigned to the teachers' college in his district.

As of this date, the names and addresses of the teachers' colleges in Ontario are as follows:

Hamilton Teachers' College
1400 Main Street West
Hamilton 15

Lakeshore Teachers' College
3199 Lakeshore Blvd. West
Toronto 510

London Teachers' College
1201 Western Road
London

North Bay Teachers' College
168 First Avenue West
P. O. Box 270
North Bay

Ottawa Teachers' College
195 Elgin Street
Ottawa
K2P 1L3

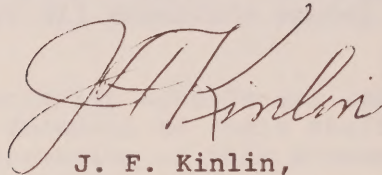
Peterborough Teachers' College
100 Benson Avenue
Peterborough

St. Catharines Teachers' College
DeCew Campus
Brock University
St. Catharines

Stratford Teachers' College
Water Street
Stratford

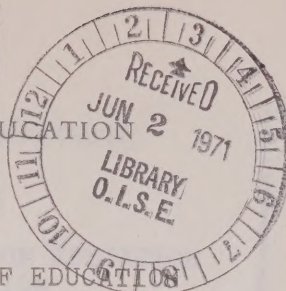
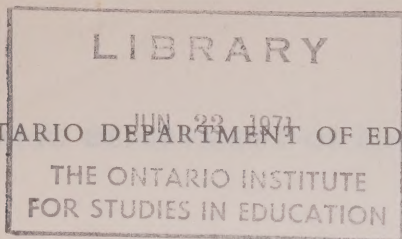
Sudbury Teachers' College
Laurentian University
Ramsey Lake Road
Sudbury

Toronto Teachers' College
951 Carlaw Avenue
Toronto 355

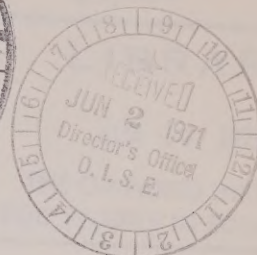
A handwritten signature in cursive script, reading "J. F. Kinlin". The signature is written in dark ink and is positioned above the printed name and title.

J. F. Kinlin,
Assistant Deputy Minister.

April 29, 1971.



1970-71:46
15,000



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. DISTRIBUTION OF CIRCULAR H.S.1, 1971-72
2. ARCHAEOLOGY AND ARCHAEOLOGICAL SITES

1. Distribution of Circular H.S.1, 1971-72

Distribution of Circular H.S.1, 1971-72, is now complete. Each secondary school principal has received sufficient copies to distribute to each member of his staff.

This edition of H.S.1 announces that 1971-72 is the last year in which Secondary School Graduation Diplomas of the Branch and Program type will be available, and the last year in which the programs leading to these diplomas will be described. This edition is, therefore, the last that will enable direct comparisons between the older pattern of secondary school organization and the new Part A plan which is to replace it. For this reason it was felt that all secondary school teachers should receive copies.

Principals of secondary schools are asked to facilitate distribution of the document to their staffs and, if possible, to include some discussion of this document on the agenda of a suitable staff meeting.

2. Archaeology and Archaeological Sites

Student interest in the excavation of historical sites, and archaeology in general, is widespread in the province. Archaeological sites are a "non-renewable" resource, and new knowledge, as distinct from corroboration of previous knowledge, is most likely to be achieved by trained archaeologists. For these two reasons, teachers and students should not excavate a site without the supervision of an archaeologist.

In all ten regions of the province, program consultants in classics and in history can assist teachers in locating skilled archaeologists, and with curriculum matters related to archaeology.

J. F. Kinlin,
Assistant Deputy Minister.

May 25, 1971.



ONTARIO DEPARTMENT OF EDUCATION

1970-71:47

15,000

LIBRARY

JUN 14 1971

THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

1. ADMISSION IN SEPTEMBER, 1972, TO PROGRAMS LEADING TO
ELEMENTARY SCHOOL TEACHER CERTIFICATION (TEACHER COLLEGES-
FRENCH-SPEAKING)
2. ONTARIO SENIOR CITIZENS' WEEK, JUNE 20 - 26, 1971-
"LOT TO LIVE; LOT TO GIVE"

1. ADMISSION IN SEPTEMBER, 1972, TO PROGRAMS LEADING TO
ELEMENTARY SCHOOL TEACHER CERTIFICATION (TEACHER COLLEGES-
FRENCH-SPEAKING)

Attention is directed to a change, for purposes of clarification, of Section I-2 of Memorandum 1970-71:45, dated April 29, 1971. This section is adjusted to read:

"In September, 1972, an applicant for admission to the Sudbury Teachers' College in a program leading to teacher certification for the bilingual elementary schools of Ontario will be required to hold the requirements for a Secondary School Honour Graduation Diploma including credits in français and anglais or English and an overall average of at least sixty per cent, or equivalent standing."

2. ONTARIO SENIOR CITIZENS' WEEK, JUNE 20 - 26, 1971
"LOT TO LIVE; LOT TO GIVE"

This year for the first time, there will be a province-wide Ontario Senior Citizens' Week. It would seem appropriate for schools to participate in a suitable manner.

During this week, activities might be arranged to make students aware of the contributions of the elderly, the services for the elderly, and what it means to grow older.

9713
DM Teachers might be encouraged to discuss the concept of "age" with students or the schools might be open to elderly guests in the community. A visit to a Home for the Aged might be possible, or entertainment provided by the students.

Further information about activities being promoted in your locality might be available from local citizens' groups or municipal organization.

J. F. Kinlin,
Assistant Deputy Minister.

June 4, 1971.

1970-71:48
15,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

LIBRARY

JUN 22 1971

THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

RE: SEMINAR ON PROGRAM DEVELOPMENT
ELLIOT LAKE CENTRE FOR CONTINUING EDUCATION
AUGUST 1 TO 13, 1971

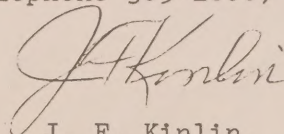
The aim of this seminar is to provide a resource for educators that will help them to develop programs within the rationale of Department of Education Curriculum Guidelines for the Primary and Junior Divisions. Activities during the seminar will focus on current studies of child development, interpretation of guidelines and the design of appropriate programs for children, strategies for the utilization of community resources, co-operative approaches to planning and implementation and the maintenance of realistic inventories of personal strengths relative to the leadership function.

The twelve-day residential session is open to teachers, principals and supervisory officials from the Ontario school systems. It is suggested that, where possible, participants be chosen so that they may form a self-supportive unit, that is, a teacher, principal and consultant or area superintendent with different responsibilities for the same group of children. This would make follow-up support more effective.

The enrolment for this seminar is limited to 75. Applications should be completed and returned as soon as possible together with the registration fee of \$40.00, to the address shown on the form.

Accommodation at Elliot Lake includes room and board from \$9.00 per day double to \$12.00 per day single and \$15.00 per day for suites. Family rates are available. Upon acceptance to this seminar, participants should make direct application to Elliot Lake Centre for Continuing Education, Box 97, Elliot Lake, Ontario, for their accommodation.

Further information about the seminar may be obtained from Mr. J. R. MacLean, Assistant Superintendent of Curriculum, Ontario Department of Education, Mowat Block, Queen's Park, Toronto 182, Ontario. (Telephone 365-1068)



J. F. Kinlin,
Assistant Deputy Minister.

June 9, 1971.

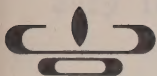
SEMINAR ON PROGRAM DEVELOPMENT

August 1 to 13

1. NAME _____
Surname _____ Given Names _____ SOCIAL INSURANCE
NUMBER _____
2. ADDRESS _____ TELEPHONE _____
3. NAME OF SCHOOL BOARD _____
4. ADDRESS _____
5. NAME OF SCHOOL (If applicable) _____
6. ADDRESS _____
7. RESPONSIBILITY _____
(Teacher, Principal, Superintendent, etc.)
8. YEARS OF EXPERIENCE (As of June, 1971) _____
9. ARE OTHERS FROM YOUR AREA PLANNING TO ATTEND? WHO ARE THEY? _____

(Signature)

1970-71:49
15,000



ONTARIO DEPARTMENT OF EDUCATION

LIBRARY

JUL 5 1971

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: THE THEATRE HOUR COMPANY

During the 1971-72 school year the Theatre Hour Company will tour secondary schools throughout Ontario for the ninth consecutive season.

Full details regarding the Company's program will be available from the Toronto Arts Foundation, producers of the Theatre Hour Company tour, early in the autumn. The Company will continue its two-part program of 1969-70: a performance designed to introduce students to the broad spectrum of drama as well as to give them an insight into the theatrical aspects inherent in other literary and musical forms; and a workshop which provides a unique opportunity for both students and teachers of theatre arts to work with professional performers in a group theatrical activity. The Company will continue to welcome suggestions and material from teachers and students.

During its tour, the Company will attempt to visit as many schools as possible and a special effort will be made to arrange appearances in schools which the Company has not been able to visit in the past. In order to enable the Toronto Arts Foundation to plan the tour as fairly and efficiently as possible, it is requested that completed application forms be forwarded as soon as possible to the address on the accompanying application form, and not later than July 16, 1971.

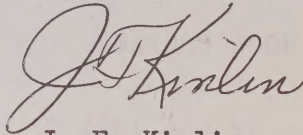
Each participating school will contribute toward the Company's travelling expenses as follows:

<u>SCHOOL ENROLMENT</u>	<u>1 PERFORMANCE</u>	<u>2 PERFORMANCES</u>	<u>3 PERFORMANCES</u>
Under 750	\$75	\$125	\$175
750 and over	\$100	\$150	\$200

NOTE: For fee purposes, one workshop is considered to be one performance.

(over)

It is hoped that the above fee structure will enable board and school officials to arrange performances at host schools for students from several schools and thus reduce the cost per school. As in previous years, the host school or board will be responsible for the payment of the total fee invoiced, and the visiting school will pay its fee to the host school or board according to arrangements made between the school officials concerned.

A handwritten signature in cursive script, appearing to read "J. F. Kinlin".

J. F. Kinlin,
Assistant Deputy Minister.

June 9, 1971.

Please complete this form and return as soon as possible (not later than July 16, 1971) and forward to:

The Theatre Hour Company,
c/o Toronto Arts Foundation,
27 Front Street East,
Toronto 1, Ontario.

(Please print or type):

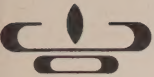
1. Name of School: _____
Street Address: _____
City or Town: _____ Area Code _____ Phone _____
School Enrolment: _____ Grade Levels _____
Principal: _____
Head of English: _____
Responsible Party: _____ Area Code _____ Home Phone _____
School Board: _____
Address of Board: _____
Invoice to be sent to: School () School Board ()
2. Please indicate the following timetable information, exclusive of both announcement and activity periods.
Classes begin _____ Lunch period begins _____ No. of lunch periods _____
Classes end _____ Lunch period ends _____
3. The Company will continue to offer a two-part program in 1971-72. Please indicate your request, bearing in mind that the Company can accommodate a maximum of 500 students at a performance, and a maximum of 50 students in a workshop. Each performance or workshop will be 1 hour and 15 minutes in length.
No. of performances _____ No. of workshops _____
4. The performance is designed to take place on the Company's portable stage in gymnasiums and, in some cases, cafeterias. Please indicate which facilities are available for a performance in your school, as well as the means by which the audience will be seated.
Facilities _____
Seating _____

(over)

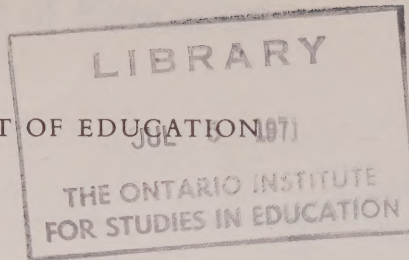
5. The workshop can take place in any clear area large enough to allow 50 students to participate with the Company (7 or 8) in exercises requiring freedom of movement. Please indicate the area which you think will be most suitable:

6. Please use the remainder of this page for any comments, suggestions, or further information you consider relevant.

Signature of Principal or Authorized Person



ONTARIO DEPARTMENT OF EDUCATION



1970-71:50
15,000

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: CHANGE OF ADDRESS OF THE MAIN OFFICES OF THE ONTARIO
DEPARTMENT OF EDUCATION IN TORONTO

Effective immediately the new address of the senior officials of the Ontario Department of Education and all other Department of Education personnel formerly located in the main building at 44 Eglinton Avenue West, Toronto 310, will be as follows:

Ontario Department of Education,
Mowat Block,
Queen's Park,
Toronto 182, Ontario.

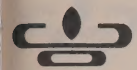
The Registrar and other personnel in the Registrar's Branch, formerly situated at 1 St. Clair Avenue West, Toronto, will also be located at the above address effective July 8, 1971.

A handwritten signature in cursive script, reading "J. F. Kinlin".

J. F. Kinlin,
Assistant Deputy Minister.

June 15, 1971.

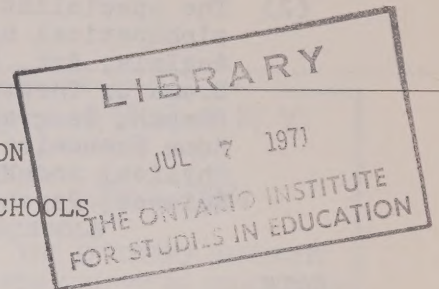
713
14



Ontario Department of Education

1970-71:51
15,000

Mowat Block Queen's Park
Toronto 182
Ontario



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: REQUIREMENTS FOR TYPE A CERTIFICATION

The new requirements for Type A certification in Ontario are effective immediately. Previous provisions for Type A certification contained in Circular 649 of 1966 will be extended to September, 1976, to permit candidates now committed to a Type A program to complete their qualifications under the previous regulations.

The new requirements are as follows:

- (1) Where the dean of a college or faculty of education at an Ontario university reports to the Deputy Minister that a candidate,
 - (a) has complied with admission requirements;
 - (b) holds a degree of Bachelor of Arts or Bachelor of Science from an Ontario university, or a degree the Minister considers equivalent thereto, in a program
 - (i) that requires four years of university study, or the equivalent thereof, beyond Grade 13, to a total of at least sixty university credits, and
 - (ii) in which the candidate has obtained at least second class or equivalent standing in each of one or two specialist fields including, in the case of two specialist fields, at least forty-two university credits with not fewer than eighteen university credits in each of the specialist fields or, in the case of one specialist field, at least twenty-seven university credits; and
 - (c) has successfully completed a program of teacher education leading to an Interim High School Assistant's Certificate, Type A,

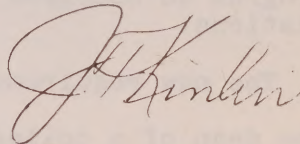
the Minister may grant to the candidate the appropriate Interim Type A certificate.

(over)

- (2) The specialist fields referred to above, and listed in alphabetical order, are as follows: Agriculture, Anglais, Art, Biology, Chemistry, Computer Science, Drama or Theatre Arts, Economics, English, Français, French, Geography, Geology, German, Greek, History, Home Economics, Italian, Latin, Mathematics, Music, Physical and Health Education, Physics, Political Science, Psychology, Russian, Sociology, Spanish.

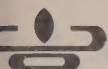
NOTE:

In this memorandum university credit means a unit of recognition in respect of the successful completion of a university course such that sixty such university credits are required to complete a four-year university degree program beyond Grade 13.



J. F. Kinlin,
Assistant Deputy Minister.

June 29, 1971.



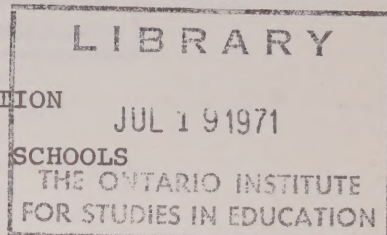
Ontario Department of Education

1970-71:52

15,000

Mowat Block Queen's Park
Toronto 182
Ontario

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS



RE: SCHOOL ATTENDANCE, 1971-72

The provisions for the School Year and Holidays for 1971-72 were forwarded to all schools in Form 94, dated March, 1971, and, as has been customary for several years, will be printed in the Daily Register for 1971-72.

Form 94 repeats the provisions of The Schools Administration Act regarding the school terms, the first of which will begin September 7, 1971, and end on December 22, 1971; the second will begin on January 3, 1972, and end March 17, 1972; and the third will begin on March 27, 1972, and end on June 30, 1972.

The Department is desirous of providing the maximum flexibility to all schools in the matter of the dates of final examinations in June and the evaluation of the students' standing on the basis of the year's work. It is recommended, therefore, that such matters be decided in the light of the school board's policy and the arrangements made by the principal and staff within that policy. Such arrangements should include the setting of dates of final examinations if any, the date of the release of final standing to students, the counselling of students who may wish to attend summer school, and the use of the school and its facilities both during and after any final examination period.

It is expected that each school board will ensure that full use of its facilities and personnel is made to the end of the school year, in accordance with the provisions of Section 34.1 of The Schools Administration Act.

J. F. Kinlin

J. F. Kinlin,
Assistant Deputy Minister.

July 7, 1971.



Mowat Block Queen's Park
Toronto 182
Ontario

LIBRARY

AUG 16 1971

**THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION**

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: WARDS OF CHILDREN'S AID SOCIETIES - FEES

During the recent Session of the Legislature, amendments were made to THE PUBLIC SCHOOLS ACT, THE SECONDARY SCHOOLS AND BOARDS OF EDUCATION ACT and THE SEPARATE SCHOOLS ACT which affect the fee procedure relating to wards of children's aid societies.

Under former legislation, a ward of a children's aid society had the right to attend an elementary or secondary school, without fee, in the school jurisdiction in which his parent or guardian resided at the time the child became a ward of the society.

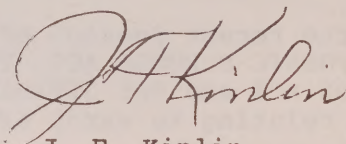
As larger units of administration developed, the possibility that a ward would attend school in the school jurisdiction in which his parents resided has steadily increased until, with the establishment of divisional boards of education and county or district combined separate school zones, most wards have the right to attend school without payment of a fee.

The recent amendments to THE SCHOOLS ACTS extend to any ward of the society the right to attend a school, without the payment of a fee, in the area of jurisdiction in which he resides with his foster parents, effective January 1, 1972. Where a ward attends school in an area of jurisdiction in which, at the present time, he has not the right to attend without payment of a fee, he is grouped with resident pupils for grant purposes, and the rate of grant on all pupils, and the number of pupils for whom grant is paid, are increased. The additional grant normally covers the entire increase in cost. However, a board can, in addition, charge a fee up to the amount of the net average cost per pupil. This additional charge in respect of each pupil tends to offset any additional cost for those wards who require special education services.

LIBRARY

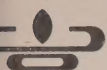
The Department is aware that some wards who have the right to attend school in one jurisdiction, usually a large urban municipality, are attending school in an adjacent jurisdiction. In such cases, after December 31, 1971, no fee may be charged by the educating board and, as a result, some boards will have a reduced revenue because of the loss of net fees. This matter is under study, and consideration will be given to a compensatory procedure to ensure that no board will suffer financial hardship as a result of the amended legislation.

The Children's Aid Societies have, through their provincial organization, given assurance that they will, in every way at their disposal, cooperate in improving communication between the societies and the schools to the end that the wards of the society may be placed to the best possible advantage.



J. F. Kinlin,
Assistant Deputy Minister.

July 30, 1971.



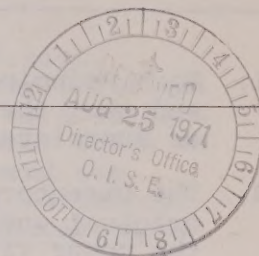
Ontario Department of Education

AUG 27 1971

1970-71:54

15,000

Mowat Block Queen's Park
Toronto 182
Ontario



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF ELEMENTARY SCHOOLS

RE: ELEMENTARY SCHOOL PRINCIPAL'S REPORT, 1971-72

The Elementary School Principal's Report for September, 1971, is a new form which replaces the Elementary School Principal's Statistical Report and the Elementary School Principal's Statement. The initial distribution of pre-identified forms will be similar to that of last year, that is, the forms will be sent directly to each Elementary School.

This year, as was the custom prior to 1970-71, the principal of a school which has two sections, one English and one French, will complete separate reports for each section.

Directors of Education and Superintendents of Separate Schools and Regional Directors of Education will receive duplicate lists of the names and addresses of schools to which forms have been sent. The lists of schools will contain both names and addresses in order that school officials may check the names of any new schools which may not have been included in the lists and forward copies of the appropriate forms to them. An amended copy of the mailing list is requested with the return of the completed forms. In the case of isolate schools the Regional Director of Education will check and send forms as requested. It is particularly important that a partial report be made for any schools closed since September 30, 1970, and that a full report be made for any new school opened since that time.

To ensure early availability of the data, all forms should reach the Education Data Processing Branch on or before October 22, 1971. Board Officials and Regional Officials will receive a suggested check list as an aid in their review of the forms. Mailing instructions are on the back of this memorandum.

J. F. Kinlin,
Assistant Deputy Minister.

August 23, 1971.

(over)

Return of the Completed Elementary School Principal's Report, 1971-72

1. Each Principal is asked to sign the form, retain the office copy, and send the original and two copies to his Director of Education or Superintendent of Separate Schools for checking and signature.
2. The Director or Superintendent will then forward the signed original and one copy to the Regional Office as indicated in the upper right hand corner of each sheet of the form.
3. The Regional Office will retain the copy after checking and send the original to the Data Processing Branch, 24th Floor, Mowat Block, Queen's Park, Toronto 182, Ontario.

INSTRUCTIONS FOR COMPLETION OF THE ELEMENTARY SCHOOL
PRINCIPAL'S REPORT, SEPTEMBER 1971.

The report consists of three pages and a staff list. Principals are requested to complete these in quadruplicate and return the original and two copies to the Director of Education or to the Superintendent of Separate Schools. Schools which do not report to either of these officials should forward the original and two copies to the Regional Director of Education. Instructions regarding completion of sections not specifically mentioned here may be found on the form.

A. IDENTIFICATION

Please review carefully the pre-printed information on the report and make corrections if necessary.

B. ENROLMENT - TRANSFERS, RETIREMENTS AND ADMISSIONS

Definitions

'Transfer' - A student who withdraws from a publicly-supported elementary school in Ontario and is enrolled in another publicly-supported elementary or secondary school in Ontario.

'Retirement' - A student who ceases to attend a publicly-supported elementary school in Ontario and is not enrolled in another publicly-supported elementary or secondary school in Ontario. The term 'Retirement' includes both the early leaver and the graduate. A student who ceases to attend a publicly-supported school to enter a private school is a retirement, not a transfer.

'Admission' - A student whose name is entered for the first time on the roll of a school or whose name is re-entered on the roll after having been removed by reason of transfer or retirement.

Enrolment on September 30, 1971, should equal the enrolment on September 30, 1970, less the total transfers and retirements plus the total admissions.

C. FULL-TIME TEACHERS

Section C shows the acquisition and withdrawal of full-time teachers and therefore serves as a record of the movement of teachers from year to year.

(over)

The total number of full-time teachers reported by the Principal in 1970 is pre-printed in item 1. If any alteration to this figure is necessary, please specify the reason for the change.

Include the principal and all other full-time teachers on the staff. Include exchange teachers under 2E or 4G as applicable. The itinerant teacher with a definite program in the school should be reported as a part-time teacher in Section D although he may have a full-time status at the board level. Consultants should not be included in this report.

D. OTHER STAFF

Itinerant teachers, part-time teachers, and para-professionals should be reported in this section.

A principal's administrative assistant should be reported as a para-professional.

E. ENROLMENT BY GRADE OR YEAR AND SEX

Students enrolled in Junior Kindergarten and Kindergarten should be entered in the appropriate columns. Morning and afternoon kindergarten classes should not be reported separately.

The sub-total of male enrolment and female enrolment in this section should agree with the corresponding sub-total in Section F. The combined total in both sections should be identical and should also agree with the total enrolment reported in Section B, item 9.

F. ENROLMENT BY AGE AND SEX

The introduction of continuous programs and the credit system makes it difficult to establish forecasts by grade as a step towards forecasts of total enrolment. As a first step, it will be necessary to forecast by age. Therefore, as a basis for such forecasting, enrolment by age and sex is requested.

The sub-totals and the combined total of this Section should agree with those in Section E.

G. TEACHING OF FRENCH TO ENGLISH-SPEAKING STUDENTS

Section G applies only to English-speaking students learning French for a minimum of 20 minutes per day or 100 minutes per week.

Schools with French as the language of instruction should not complete this section.

I. RESIDENT AND NON-RESIDENT STUDENTS

1. This section is designed to meet the following subsidiary purposes:
 - (a) Determining, for grant purposes, the average daily enrolment for 1971, for resident and non-resident students in total, and by agency or board responsible.
 - (b) Reporting of half-day attendance (as in kindergartens) will aid in (a) above. Students attending on alternate days should be reported as half-day students.
 - (c) Distribution of September enrolment with respect to students receiving or not receiving French instruction, in this case French for English-speaking students, is necessary as a basis for provincial grants. Separation of Grades 9 and 10 from Grades K to 8 is necessary because two grant factors are involved.
 - (d) Distribution of the entire September enrolment by agency or board responsible and by French instruction or absence thereof, is necessary because the "buying" board achieves a grant factor by so doing.
2. This year, elementary French-language schools are completing this form independently of their English-speaking counterparts, so the provision of French-language instruction, in this case, courses or an entire program in which French is the medium of communication, will apply to the entire enrolment.

J. SCHOOL ACCOMMODATION

School accommodation details reported by the school in September, 1970, are pre-printed in the first row of boxes. If a number is found to be in error, do not cross it out. Enter the correct number in the other box immediately to the right. Entries should be the present total, not the change since last year.

(over)

K. QUALIFICATIONS OF FULL-TIME TEACHERS

This section applies to full-time teachers only. The total should agree with the total number of teachers on September 30, 1971, reported in Section C, item 6.

If a teacher holds more than one certificate, the document authorizing the teacher to perform his present duties should be reported.

TEACHING STAFF LISTS

The Staff Lists are to be used by both elementary and secondary schools. For instructions and examples, especially as to areas of responsibility, please see the "Guide" provided. An appropriate quantity of numbered and pre-identified staff lists are provided. Please note that they are numbered separately, beginning with page 1.

WORKING COPIES AND GUIDES

For pages 1 through 3, the working copy and the guide have been combined. A guide for the completion of the Teaching Staff List has been provided.



Ontario Department of Education

AUG 27 1971

1970-71:55

15,000

Mowat Block Queen's Park
Toronto 182
Ontario



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
PRINCIPALS OF SECONDARY SCHOOLS

RE: SECONDARY SCHOOL PRINCIPAL'S REPORT, 1971-72.

The Secondary School Principal's Report for September, 1971, is a new form which replaces the Secondary School Principal's Statistical Report and the Secondary School Principal's Statement. The initial distribution of pre-identified forms will be similar to that of last year, that is, the forms will be sent directly to each secondary school.

Directors of Education and Superintendents of Separate Schools and Regional Directors of Education will receive duplicate lists of the names and addresses of schools to which forms have been sent. The lists of schools will contain both names and addresses in order that school officials may check the names of any new schools which may not have been included in the lists and forward copies of the appropriate forms to them. An amended copy of the mailing list is requested with the return of the completed forms. It is particularly important that a partial report be made for any schools closed since September 30, 1970, and that a full report be made for any new school opened since that time.

To ensure early availability of the data, all forms should reach the Education Data Processing Branch on or before October 22, 1971. Board Officials and Regional Officials will receive a suggested check list as an aid in their review of the forms.

J. F. Kinlin,
Assistant Deputy Minister.

August 23, 1971.

(over)

Return of Completed Secondary School Principal's Report, 1971-72

1. Each principal is asked to sign the form, retain the office copy, and send the original and three copies to his Director of Education for checking and signature.
2. The Director will then forward the signed original and two copies to the Regional Office as indicated in the upper right hand corner of each sheet of the form.
3. The Regional Office will retain one copy after checking and forward the original and one copy to the Data Processing Branch, 24th floor, Mowat Block, Queen's Park, Toronto 182, Ontario.

INSTRUCTIONS FOR COMPLETION OF THE SECONDARY SCHOOL
PRINCIPAL'S REPORT, SEPTEMBER 1971

The report consists of ten pages and a staff list. Principals are requested to complete these in quintuplicate and return the original and three copies to the Director of Education. Instructions regarding completion of sections not specifically mentioned here may be found on the form.

A. IDENTIFICATION

Please review carefully the pre-printed information on the report and make corrections if necessary.

B. ENROLMENT - TRANSFERS, RETIREMENTS AND ADMISSIONS

Definitions

'Transfer' - A student who withdraws from a publicly-supported secondary school in Ontario and is enrolled in another publicly-supported elementary or secondary school in Ontario.

'Retirement' - A student who ceases to attend a publicly-supported school in Ontario and is not enrolled in another publicly-supported school in the Province. The term 'Retirement' includes both the early leaver and the graduate. A student who ceases to attend a publicly-supported school to enter a private school is a retirement, not a transfer.

'Admission' - A student whose name is entered for the first time on the roll of a school or whose name is re-entered on the roll after having been removed therefrom by reason of transfer or retirement.

Enrolment on September 30, 1971, should equal the enrolment on September 30, 1970, less the total transfers and retirements plus the total admissions.

C. FULL-TIME TEACHERS

Section C shows the acquisition and withdrawal of full-time teachers and therefore serves as a record of the movement of teachers from year to year.

Include the principal and all other full-time teachers on the staff. Include exchange teachers under 2C or 4L as applicable. The itinerant teacher with a definite program in the school should be reported as a part-time teacher in Section D although he may have full-time status at the board level. Consultants should not be included in this report.

(over)

Return of Completed Secondary School Principal's Report, 1971-72

1. Each principal is asked to sign the form, retain the office copy, and send the original and three copies to his Director of Education for checking and signature.
2. The Director will then forward the signed original and two copies to the Regional Office as indicated in the upper right hand corner of each sheet of the form.
3. The Regional Office will retain one copy after checking and forward the original and one copy to the Data Processing Branch, 24th floor, Mowat Block, Queen's Park, Toronto 182, Ontario.

INSTRUCTIONS FOR COMPLETION OF THE SECONDARY SCHOOL
PRINCIPAL'S REPORT, SEPTEMBER 1971

The report consists of ten pages and a staff list. Principals are requested to complete these in quintuplicate and return the original and three copies to the Director of Education. Instructions regarding completion of sections not specifically mentioned here may be found on the form.

A. IDENTIFICATION

Please review carefully the pre-printed information on the report and make corrections if necessary.

B. ENROLMENT - TRANSFERS, RETIREMENTS AND ADMISSIONS

Definitions

'Transfer' - A student who withdraws from a publicly-supported secondary school in Ontario and is enrolled in another publicly-supported elementary or secondary school in Ontario.

'Retirement' - A student who ceases to attend a publicly-supported school in Ontario and is not enrolled in another publicly-supported school in the Province. The term 'Retirement' includes both the early leaver and the graduate. A student who ceases to attend a publicly-supported school to enter a private school is a retirement, not a transfer.

'Admission' - A student whose name is entered for the first time on the roll of a school or whose name is re-entered on the roll after having been removed therefrom by reason of transfer or retirement.

Enrolment on September 30, 1971, should equal the enrolment on September 30, 1970, less the total transfers and retirements plus the total admissions.

C. FULL-TIME TEACHERS

Section C shows the acquisition and withdrawal of full-time teachers and therefore serves as a record of the movement of teachers from year to year.

Include the principal and all other full-time teachers on the staff. Include exchange teachers under 2C or 4L as applicable. The itinerant teacher with a definite program in the school should be reported as a part-time teacher in Section D although he may have full-time status at the board level. Consultants should not be included in this report.

(over)

D. OTHER STAFF DATA

All teachers holding temporary teaching documents should be reported in Section D, although some may have been included in Section C above as full-time teachers. The number of teachers in the school holding each of these temporary teaching documents should be entered as appropriate.

Part-time teachers, including itinerant teachers, should be entered under Item 2, para-professionals under Item 3 of Section D. A Principal's administrative assistant should be reported as a para-professional.

E. ENROLMENT BY GRADE, YEAR OR CREDITS AND SEX ON SEPTEMBER 30, 1971.

This question is designed to obtain basic information about school time-tabling.

3 (b) refers to duration of modules or periods in minutes.

3 (d) asks for the number of days in a scheduling cycle, i.e., a one-day cycle, a five-day cycle, a six-day cycle, etc.

3 (e) is included to obtain information about semestering arrangements.

All schools design at least one time-table each year. A few schools prepare two or more schedules each year and allow students to alter their program each semester.

F. ENROLMENT BY AGE AND SEX

The introduction of continuous programs and the credit system makes it difficult to establish forecasts by grade as a step towards forecasts of total enrolment. As a first step, it will be necessary to forecast by age. Therefore, as a basis for such forecasting, enrolment by age and sex is requested.

The sub-totals and the combined total of this Section should agree with those in Section E.

G. ATTENDANCE AT SUMMER SCHOOLS, 1971

Include in this section only those students who are currently enrolled in your school but who have attended a summer school in July or August, 1971. The question is "How many of your presently enrolled students attended a summer school in the past summer?" The object is to determine the degree to which your regular students participated in summer schools.

I. ENROLMENT IN FRENCH LANGUAGE CLASSES

This section provides for two distributions. The first is a distribution of English-speaking students learning French. The second is a distribution of French-speaking students enrolled in courses in which the medium of instruction is French. Each student should be reported in the column applicable to his total number of courses in which the medium of instruction is French.

The total number of French-speaking students reported by credits in this section should be identical to the total number of French-speaking students reported in Section J.

J. RESIDENT AND NON-RESIDENT STUDENTS

1. This section is designed to provide information for grant purposes:
 - (1) Average daily enrolment for 1971,
 - (2) Average daily enrolment of non-resident students in total and by agency responsible for payment,
 - (3) The base for provincial distribution of grants for French education to the educating board and the buying board as applicable.
2. Section I is a distribution of the September enrolment.
 - (a) "Students receiving no French instruction" means that the student is neither an English-speaking student taking instruction in French, nor a French-speaking student receiving instruction in his own language.
 - (b) "French for English-speaking Students" refers to those taking French courses for which one or more credits are given.
 - (c) "French Language Instruction For French-speaking Students": enrolment is to be distributed by number of credits since the grants are affected by this factor. This is a distribution by credits, not by subject. Each student appears, therefore, only in the column showing his total number of credits in which the medium of instruction is French. This distribution excludes enrolment in courses mentioned in subparagraph (b) above. The total number of French-speaking students reported in this Section should agree with the total number of French-speaking students reported in Section I.

(over)

3. The detailed distribution of all September enrolment downward through all the rows and columns will benefit both the board providing the instruction and the board responsible for tuition payment. A board "buying" French instruction gains by an adjustment factor in its grant formula.

In the case of French language secondary schools the column for '5 credits' will be applicable to virtually all of the students.

K. SCHOOL ACCOMMODATION

School Accommodation details reported by the school in September, 1970, are pre-printed in the first row of boxes. If a number is found to be in error, do not cross it out. Enter the correct number in the other box immediately to the right. Entries should show the present total, not the change since last year. The type-set numbers immediately to the left of the name of the facility are for departmental use and may be ignored.

N. ENROLMENT BY COURSES (This section consists of 6 pages)

All courses of study outlined in departmental publications are listed alphabetically by title in Part A of Section N. Courses based on departmental publications, but with minor variations are also to be listed in Part A. They should be entered in the un-numbered spaces provided on page 9. Courses offered in your school which cannot be said to be based on the departmental publications listed should be included in Part B. For each such course, give the general subject field, followed by the specific course title and a brief description of the nature of the course with an indication of degree of difficulty.

Scheduled time is defined as hours per class per year.

TEACHING STAFF LISTS

The Staff Lists are to be used by both elementary and secondary schools. For instructions and examples especially as to areas of responsibility, please see the "Guide" provided. An appropriate quantity of numbered and pre-identified staff lists are provided. Please note that they are numbered separately, beginning with page 1.

WORKING COPIES AND GUIDES

For pages 1 through 4, the working copy and the guide have been combined. For pages 5 through 10, both a working copy and a guide have been provided. A guide for the completion of the Teaching Staff List has also been provided.

